Job Title: Nebraska Community Foundation Hometown Intern
Reports To: Affiliated Fund Advisory Committee Members and Youth Engagement Specialist
Status: Temporary
Updated: October 2026

Position Purpose
Hometown Internships empower interns to collaborate with Community Based Affiliated Funds (CBAFs) and utilize Asset-Based Community Development to achieve local goals. After spending time away from the community, interns return to their hometowns to re-engage with their community, cultivate appreciation for their hometown, exchange knowledge, and help infuse fresh perspectives and an asset-based approach into the community and affiliated fund. While the interns primarily focus on local endeavors, the internship includes "Operation Discovery" a robust, NCF-led summer program. This educational component engages interns and supervisors to explore innovative strategies grounded in asset mapping and asset-based principles, ultimately driving progress towards community aspirations, and helping Nebraska hometowns achieve their dreams.

There is a myriad of potential summer projects that an intern can add value to, depending on an individual's interests and talents. Examples of some past projects include:

- Developing unique youth engagement opportunities
- Helping spearhead local arts and cultural initiatives
- Documenting local history or storytelling
- Co-facilitating important community conversations
- Bringing a fresh lens to branding and website design
- Community event planning
- Anything charitable, educational, or oriented around civic benefit

Responsibilities will include:

- Active participation in NCF's "Operation Discovery" asset-based community development summer coursework and local missions, including weekly Zoom meetings
- Traveling to attend two NCF Peer Learning Sessions
- Taking the CliftonStrengths assessment
- Working alongside your CBAF to add local goodness

Education, Skills and/or Experience

- Recent high school graduate with at least 6 months away from the community- whether at school, the workplace, or elsewhere.
- Self-starter and goal-driven
- Active listener
- Ability to build and maintain trusting relationships
- Be organized and exhibit follow-through on goals and tasks
- Have a problem-solving mindset
- Strategic and critical thinking skills

- Big picture thinker who can also give attention to detail
- Proficient in computer applications, including Word, Excel, PowerPoint

Other

- This position requires occasional travel throughout the State
- Some night and weekend work required
- Excellent attendance and timeliness are required
- Valid driver's license and reliable transportation

This job description is intended to be general and may evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different and/or additional duties or responsibilities.