Life Pieces To Masterpieces
Washington, DC

Mission Statement: Life Pieces To Masterpieces uses artistic expression to develop character, unlock potential, and prepare African American boys and young men to transform their lives and community. Founded in 1996, Life Pieces To Masterpieces is a 501(c)3 arts-based, year round, comprehensive youth development and education organization that provides opportunities for African American males in greater Washington, DC. Serving more than 150 boys and young men annually in under-served communities, our continuing goal is to nurture, embrace, encourage, and elevate African American boys and young men so that they grow into mature men who demonstrate social responsibility and create positive change in their communities.

Internship Title: Non Profit Management Intern

Responsibilities/Projects: Because we are a small organization, we multitask and learn to apply our skills to a plethora of LPTM needs. This opportunity is ideal for someone seeking a broad understanding of the day-to-day administrative aspects of a non-profit organization. Although non-profit management intern responsibilities may vary we work to cater much of your experience to specific areas of interest, experience and desired professional development. Responsibilities may include:

- Program evaluation, manage internal communication systems
- Art by Life Pieces - management of artwork database, marketing, customer relations, etc.
- Event planning- preparation for our three large annual events and Circle Times
- Grant writing
- Fundraising and Development-implementation of our crowd sourcing initiative
- Database management- Salesforce and Constant Contact
- Social media and communications- managing our social media pages, blogs, newsletter
- Volunteers and Training- volunteer recruitment, development of LPTM’s new training department

Qualifications:
Interns should be interested in a future in non-profit management and a strong commitment to social justice.
- Exceptional communication skills including written and verbal communication
- Strong organizational skills
- Belief that all youth can live healthy, purposeful lives and that all children can learn
- Enthusiasm for non-profit youth development work
- Desire to have fun making a difference!

Is there a language requirement? If so, please specify the language and level of proficiency needed.

n/a

Edited: October 2013
**Working Conditions:**
Interns will be working from 8:30 am to 4:30 pm, Monday through Friday and will occasionally participate in special events on evenings and weekends. Dress is business casual. Interns will be working in communal office spaces.

**On-site Supervisor/Mentor:**
Tiffani Ross, Community Outreach and Training Manager
tross@lifepieces.org,
Dr. Charles R Drew Elementary School
5600 Eads St NE Washington, DC 20018

**Additional contact:**
n/a

**Mentorship Plan:**
Interns will participate in a four hour Life Pieces To Masterpieces new staff/volunteer orientation learning about LPTM history, culture, staff/volunteer roles and responsibilities and the Life Pieces To Masterpiece four-part human development system. The Community Outreach and Training Manager will check in with the intern weekly, but can be contacted at any time during the work day as necessary. Support will also be given by the LPTM Management team.

**Preparation:**
Intern should familiarize himself/herself with LPTM through our website www.lifepieces.org paying special attention to the following:
- “Our Mission”
- “Human Development System”
- “Making the Case”
- “Workshops and Trainings”
- “Art by Life Pieces”
- “Newsroom”
- “Support Us”

**Does the intern need to provide her own transportation?**
Yes, it is required. Interns provide their own transportation via metrorail to Capital Heights Metro station where an LPTM staff member will pick up the intern and bring him/her to site

Edited: October 2013