

RootEd Global Program Administration Intern

Internship Dates: October 15–May 15

Time Commitment: 5 hours per week, two positions available

Compensation: \$14/hour for approximately 5 hours per week, plus a \$500 scholarship toward participation in any RootEd Global program

Location: Cache Valley or Logan, Utah Area

Position Overview

RootEd Global is seeking organized, dependable, and resourceful interns to support the systems behind our international programs. Interns will gain hands-on experience in program coordination, student funding resources, campus outreach, alumni engagement, financial administration, CRM management, and program data.

Working alongside RootEd Global and Youthline staff, interns will contribute to projects across multiple programs while developing practical experience in nonprofit and international education operations.

Responsibilities will vary throughout the year based on program needs and priorities.

Key Responsibilities

Program Visibility & Outreach

- Increase general awareness of Youthline RootEd Global programs across campus
- Help coordinate and staff tabling events, information sessions, scholarship workshops, and fundraising nights
- Explain the general RootEd Global and Youthline program structure and connect interested students with the appropriate faculty or Youthline leader
- Maintain outreach calendars, event schedules, student interest information, and tabling materials
- Support campus outreach to student organizations, academic departments, advisors, and other relevant groups

Program-specific recruitment remains the responsibility of faculty leaders, with individual student follow-up coordinated by Youthlinc team leaders.

Student Funding & Alumni Engagement

- Research and maintain current scholarship, grant, and other funding opportunities available to participating students
- Help students identify relevant funding and fundraising resources available through USU, Youthlinc, and external organizations
- Assist with scholarship information sessions and student fundraising workshops
- Track completion of required Youthlinc Local Service hours for community-engaged scholarship recipients
- Increase awareness of the Alumni Ambassador Referral Program among students and alumni
- Support alumni outreach for panels, information sessions, storytelling opportunities, and other RootEd Global initiatives

Financial & Administrative Support

- Support receipt reconciliation for approved program purchases
- Assist with maintaining student payment schedules and payment tracking
- Identify and assist with merging duplicate constituent records in Neon CRM
- Support approved financial tracking, fundraising, and reporting projects as assigned
- Coordinate and track student thank-you cards for donor-funded scholarships
- Maintain accurate and organized administrative records according to established procedures

Data Collection & Reporting

- Assist with collecting, organizing, and maintaining program data throughout the year
- Update scholarship, fundraising, service, outreach, and financial tracking systems
- Prepare summaries to support impact reporting, program evaluation, and staff decision-making
- Maintain organized spreadsheets, records, and files that allow staff to quickly access current program information
- Assist with data quality and accuracy across RootEd Global tracking systems

Preferred Qualifications

- Youthline Alumni in either the Service Year or RootEd Global programs
- Strong proficiency in Microsoft Excel and/or Google Sheets
- Experience with or interest in data tracking, reconciliation, financial recordkeeping, or CRM/database management
- Excellent organization, accuracy, and attention to detail
- Strong research and professional communication skills
- Comfortable interacting with students and representing RootEd Global at campus events
- Ability to appropriately handle confidential student, financial, and travel information
- Ability to manage multiple projects, deadlines, and detailed records
- Ability to work independently, follow established procedures, and communicate proactively
- Availability for occasional evening information sessions, scholarship workshops, and campus events
- Interest in international education, nonprofit operations, student funding, finance, data management, or program coordination

No prior international travel experience is required.

All flight purchases, payment schedule changes, cash requests, reimbursements, financial transactions, and final program decisions remain subject to appropriate staff review and approval.