

Nonprofit Operations & Process Improvement Micro-Intern

Cup of Cool Water | Whitworth Launch Micro-Internship

Ideal Fields of Study

Business, Organizational Management, Operations, Project Management, Accounting, Data Analytics, Nonprofit Leadership, or related fields.

Project Focus

Gain hands-on experience in nonprofit administration while helping Cup of Cool Water strengthen internal systems, improve operational efficiency, and support organizational effectiveness. This role provides exposure to the behind-the-scenes functions that enable a nonprofit to fulfill its mission and serve the community.

What You'll Do

- Analyze existing administrative and operational workflows and identify opportunities for improvement.
- Help develop and document processes, procedures, and organizational systems that increase efficiency and consistency.
- Assist with projects involving data management, reporting, and information organization.
- Support the creation of tools, templates, and resources that improve staff productivity and organizational effectiveness.
- Participate in projects related to donor stewardship, event operations, program administration, or organizational planning.
- Research and recommend process improvements, best practices, or technology solutions that support nonprofit operations.
- Complete a defined operational improvement project that delivers long-term value to the organization.

What We're Looking For

- Strong organizational, analytical, and problem-solving skills.
- Interest in business operations, project management, nonprofit leadership, or organizational effectiveness.
- Ability to evaluate processes and think critically about improvements.
- Comfortable learning new software, systems, and administrative tools.
- Strong attention to detail and ability to manage information professionally and confidentially.

- Self-directed, curious, and eager to contribute ideas.
- Strong written communication and documentation skills.

Potential Deliverables

- Process maps, workflow documentation, or operational recommendations.
- Improved systems for organizing information, data, or organizational resources.
- Standard operating procedures (SOPs), templates, or implementation guides.
- Recommendations for increasing efficiency, consistency, or effectiveness in key operational areas.
- A completed organizational improvement project with measurable outcomes.
- A final report or presentation summarizing findings and recommendations.