

North Carolina Office of Strategic Partnerships

Part-time Internship Opportunity – Spring 2022 (with option to start earlier)

The [NC Office of Strategic Partnerships \(OSP\)](#) develops, launches, and enhances partnerships between state government and North Carolina's renowned research institutions and philanthropic sector.

OSP builds and enhances collaborative networks of public officials, researchers, and representatives of philanthropy and the nonprofit sector broadly. OSP is housed in the NC Office of State Budget and Management, which includes data-driven and evidence-based decision making among its priorities.

OSP seeks a part-time, paid intern for spring 2022 (with option to start earlier) who primarily will work alongside OSP's [Philanthropy Liaison](#). This opportunity may be best suited for an undergraduate student, though graduate students are welcome to apply.

The Philanthropy Liaison works with philanthropy and state government to:

- Educate each sector about the other;
- Connect and foster relationships and partnerships; and
- Collaborate on projects of shared interest across the state.

Work is likely to include but not be limited to:

- Assisting with convening stakeholders (e.g., drafting agendas, taking meeting notes/minutes, following up on action items, etc.);
- Tracking down and compiling data related to philanthropic initiatives;
- Researching and writing case studies of government-philanthropy partnerships;
- Helping strengthen and support a growing portfolio of collaborative projects between state government and philanthropy;
- Writing content for communications materials, webpage, policy and research memos, etc.;
- Developing education and outreach materials and sessions for engagement with the philanthropic sector.

Core competencies

- Attention to detail, especially in writing (e.g., emails, documents, presentations)
- Ability to work independently, with direction, and knowing when to request guidance
- Strong interpersonal communication skills
- Professional etiquette
- Experience with internet research and ability to conduct direct outreach to find information when needed

Structure and timing

- Approximately 12-15 weeks, part-time (approx. 10-20 hours/week); longer-term may be possible
- Anticipated start date: January, with option to start in the fall
- Location: To be determined. OSP is located in Raleigh. OSP will determine with the intern whether the internship will be remote, in-person, or a hybrid. There may be opportunities for in-state travel.
- Paid internship; details to be determined

To apply, please send a resume, interest letter, and sample work product to partnerships@osbm.nc.gov. Applications will be accepted until the position is filled, but full consideration will be given to those received by Friday, October 22.