

# Internship Search

## *Non-profit Sector*

Rockhurst University Career Services • Massman 3  
816-501-4061 • [www.rockhurst.edu/career](http://www.rockhurst.edu/career)

Internship opportunities in non-profits are plentiful. They can be found in large, national organizations and small, local organizations; in arts, education, health, social services, political causes; in your backyard or across the country.

### GETTING STARTED

- **RESUME!** Creating your resume is the first step of any internship search. Come to Career Services for examples, advice, and resume review.
- Brainstorm – what would you like to do, for what kind of organization?
  - Program Management, Volunteer Management, Fundraising, and Marketing are just a few areas where non-profit internships are found.

### INTERNSHIP POSTINGS

Many internship opportunities can be found online:

- **The RU Career Account:** <http://rockhurst.erecruiting.com>  
This account must be set up by Career Services. It gives access to internship postings sent directly to Rockhurst from employers. Sign up for an account at weekly workshops on Tuesdays at 3:30 pm, Wednesdays at 10:00 am, and Thursdays at 1:00 pm in Career Services.
- **Nonprofit Connect:** [www.npconnect.org](http://www.npconnect.org)  
Nonprofit Connect is a professional organization for non-profits in Kansas City. Their website provides internship postings from a variety of non-profit organizations.
- **American Humanics:** [www.humanics.org](http://www.humanics.org)  
American Humanics is a professional organization promoting partnership between colleges and non-profits. It is headquartered in Kansas City and lists both Kansas City and national internships.
- **Organization Websites:**  
Many organizations post internships on their own websites.
- **Idealist.org:** [www.idealist.org](http://www.idealist.org)  
This website posts a wide variety of opportunities in the non-profit sector.

### TIMELINE

#### 3-6 months prior to when you want to start an internship:

Create your resume  
Begin to research companies and programs  
Begin applications  
Take resumes and cover letters to Career Services for review  
Practice interviewing with a mock interview in Career Services  
Interview and accept position

## KANSAS CITY ORGANIZATIONS

Resources for researching organizations in Kansas City:

- The Kansas City Business Journal Book of Lists, in Career Services
- Professional Organizations
  - American Humanics: [www.humanics.org](http://www.humanics.org)
  - Nonprofit Connect: [www.npconnect.org](http://www.npconnect.org)
- Chambers of Commerce
- Phone Books/Google search
- U.S. Department of Labor Employer Locator: [www.acinet.org/employerlocator](http://www.acinet.org/employerlocator)
- Network with professors, classmates, family and friends

Examples of non-profits in KC:

- American Humanics: [www.humanics.org](http://www.humanics.org)
- Arthritis Foundation: [www.arthritis.org](http://www.arthritis.org)
- Boys Hope, Girls Hope: [www.boyshopegirlshope.org/locations/KansasCity](http://www.boyshopegirlshope.org/locations/KansasCity)
- Greater Kansas City Community Foundation: [www.gkccf.org](http://www.gkccf.org)
- Habitat for Humanity: [www.habitatkc.org](http://www.habitatkc.org)
- International Trade Council: [www.itckc.org](http://www.itckc.org)
- Kansas City Young Audiences: [www.kcya.org](http://www.kcya.org)
- Make-a-Wish Foundation: [www.kc.wish.org](http://www.kc.wish.org)
- PKD Foundation: [www.pkdcure.org](http://www.pkdcure.org)
- United Way: [www.kcunitedway.org](http://www.kcunitedway.org)
- YMCA: [www.ymca-kc.org](http://www.ymca-kc.org)

## SEARCHING IN OTHER CITIES

Use the same resources; simply focus them on other cities. Additionally, many Jesuit universities offer reciprocal career services. Contact RU Career Services to find out if you can receive services from another Jesuit university in the city you want to search in.