



QUESTIONS? CONTACT:

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NON-PROFIT BOARD INTERNSHIP (NPBI) PROGRAM

A CSL and Career Centre Collaboration



HOW DO I APPLY?

[CSL uab.ca/CSL](http://uab.ca/CSL)

[CAREER CENTRE uab.ca/CC](http://uab.ca/CC)

Learn how boards operate, develop leadership and decision-making skills, and get engaged in your community.

The Non-Profit Board Internship Program pairs each student with a non-profit board and mentor in the Edmonton community for the academic year.

WHO CAN APPLY?

All University of Alberta students in any program are eligible to apply if they meet the following requirements:

- Successful completion of 2 years of post-secondary education by the internship start date
- Registered student at the UAlberta for the duration of the internship
- Satisfactory academic standing
- Experience in the non-profit community

Applicants considered for an NPBI position will be asked to undergo a short interview (no more than 30 minutes), the primary purpose of which is to further assess each applicant's suitability for the internship. Interviews occur at the end of April.

Successful applicants will be matched with non-profit boards according to their availability, preferences, skills and the top preferences and needs of the board. Board matching is typically completed by the end of July.

This internship meets the non-credit opportunity requirement for the Certificate in Community Engagement and Service-Learning.

HOW DOES IT WORK?

The internship consists of 3 mutually supportive activities with an estimated total commitment time of 60 hours:

1. A series of six workshops: Organized by the Career Centre and delivered by volunteers from the Alberta Board Development Program, the workshops provide training and discussion of key aspects of non-profit boards and cover topics such as: Financial Responsibilities, Organization Purpose and Planning, Policy Development, Building Strong Teams, and more.
(15 hours in workshops)
2. A board placement: Organized by the CSL Program and guided by volunteer Mentors from each host board, the board placement affords Interns the opportunity to attend and participate in board meetings, using and practising their newly acquired skills.
(20 hours in board meetings)
3. A project to support board governance: To qualify for a NPBI Student Internship Certificate, Interns contribute a final project – which they design and complete under the guidance of their Mentors.
(25 hours on board project)

A Graduation Celebration showcasing student projects is held at the end of the program. The NPBI is evaluated on a Pass/Fail basis. Participants receive a Non-Profit Board Internship Certificate.