**Bonagany Inc. Overview**

The Non-Profit 501-C “BonaGany, Inc.” was created to help foster a positive relationship between Saint Bonaventure University (SBU), its students, and their Allegany community. We are certain that both Allegany and SBU benefit greatly from their shared existence and prosperity. Our goal is to nurture that shared prosperity. Our student interns support that mission by assisting in all aspects of BonaGany, Inc. These Interns apply classroom learning to real-world work experiences that support SBU’s values of compassion, wisdom, and integrity.

A strong emphasis is placed on providing community service projects for SBU’s on/off-campus housing students. These service projects allow students and community members an opportunity to work side by side with each other. Interns market, organize, oversee, and then publicize our community service projects. Interns also provide diverse services to other local non-profits which can include but not limited to website development, marketing, communications, and accounting. Our Interns and community service projects are the glue that keeps BonaGany together.

**Our goals are many and our opportunities are limitless. Intern Stipend $15 per hour.**

**Personal Management Intern - Job Description**

We are looking for a driven business management student with an interest in pursuing a career in project management. Under the supervision of a management mentor (SBU graduate), and working closely, with your marketing and accounting Intern peers, Interns will be expected to organize and coordinate various community service projects including The Nashville in Allegany music festival.

**Responsibilities:**

* Provide project management planning, tracking and execution of various projects with fellow marketing and accounting Interns.
* Coordinate service project campaigns directly with SGA’s BonaGany Advisor (current advisor is Connor Raine)
* Developing project management dashboards.
* Work in partnership with other Interns to manage timelines for completion.
* Provide assistance with planning and budgeting activities.
* Assist with updates to project management processes and templates.
* Assist in ad-hoc work that arises through the course of operations.

**Requirements:**

* A current S.B.U. Cumulative GPA of 3.00+ or a Core GPA of 3.25+ as a business major.
* Highly organized and detail oriented.
* Basic knowledge of Microsoft office, including excel.
* Basic understanding of timeline management.
* Proficiency with MS Word, MS Excel, PowerPoint.
* Strong communication, interpersonal, presentation and demonstration skills.