



Finance and Operations Intern Winter 2025-26

Location: Hybrid, New York, NY

Duration: November - April 2026 (5 months)

Stipend: \$1,200/mo

Time Commitment: 20 hours/week; schedule may be adjusted around academic commitments

About the Opportunity

Humanities New York (HNY) seeks an organized, curious, and proactive Finance and Operation Intern to join our team this winter. This internship offers a unique opportunity for a student or early-career professional interested in the inner workings of nonprofit management, finance, and operations—especially at a moment when HNY is modernizing its systems and workflows after two decades of manual, paper-based processes.

Behind every public program at HNY is a foundation of strong operations. From grants administration to budgeting, archiving, and compliance, the Finance and Administration team ensures that the organization functions efficiently, ethically, and sustainably. As HNY transitions to a more digitized and streamlined infrastructure, this internship offers hands-on experience with the systems and practices that keep a nonprofit running smoothly.

Working closely with the Director of Finance and Operations, the intern will help organize and digitize records, optimize file systems, and support internal processes that promote clarity and cost-effectiveness. This is a learning opportunity to see how thoughtful administration fuels mission-driven work—ensuring that HNY's programs can reach and serve communities across New York State.

Key Responsibilities

Records and File Management

- Sort, categorize, and help digitize physical files and digital folders as part of HNY's data and systems transition.
- Update file naming conventions and ensure consistency across shared drives.

Finance and Operations Support

- Send out and track monthly staff timesheets and collect signatures as needed.



- Assist with expense report reviews, invoice processing, and reconciliation of receipts.
- Help prepare basic finance documentation (e.g., check requests, vendor forms, or budget tracking templates).
- Support the Director of Finance and Operations with vendor management and audit preparation tasks.
- Help document and improve internal administrative workflows as the team transitions to optimized systems.

Administrative and Office Support

- Take clear, well-organized notes and minutes during internal meetings, and distribute summaries in a timely manner.
- Support scheduling and calendaring for team members and events.
- Conduct an inventory of HNY-branded materials and promotional items (swag).
- Package and mail Humanities magazine and other materials to key stakeholders.
- Maintain accurate contact lists and assist with internal reporting or data entry projects.

Qualifications

- Strong interest in nonprofit management, finance, operations, and the public humanities.
- Excellent note-taking and organizational skills, with the ability to summarize key points efficiently.
- Proactive, self-motivated, and able to work independently with direction.
- Demonstrated attention to detail and follow-through on tasks.
- Comfortable managing multiple priorities in a hybrid environment.
- Familiarity with Google Workspace (G Suite) and Microsoft Excel.
- Clear, professional communicator with a collaborative spirit and a sense of humor.

What You'll Gain

- Firsthand experience in the inner workings of nonprofit finance and operations.
- Exposure to budgeting, compliance, and administrative best practices.
- Mentorship and guidance from senior staff at Humanities New York.
- A deeper understanding of how effective systems support the public humanities across New York State.



To Apply

Please submit your application [here](#). Please ensure you include your resume and a cover letter. Applications will be reviewed on a rolling basis, with a final deadline of November 10th.

Humanities New York is committed to building an inclusive workplace. We provide equal opportunity to all applicants regardless of race, religion, national origin, disability, age, marital status, gender identity or expression, sexual orientation, or veteran status.

QR Code To Apply

