

Finance and Administration Internship

Job Description

Bread for the World is a Christian advocacy organization urging U.S. decision makers to do all they can to pursue a world without hunger. Our mission is to educate and equip people to advocate for policies and programs that can help end hunger in the U.S. and around the world. The Karen Sue Smith and Rose DiMartino Internship Program at Bread for the World enables you to contribute your efforts to this mission while benefiting from opportunities for supervised learning, personal development, and gain work experience.

DEPARTMENT: Finance and Administration

REPORTS TO: Vice President, Finance and Administration

SEMESTER: Fall (September - December 2025)

SCHEDULE: Full Time: up to 30 hours per week

APPLY BY: August 18, 2025

PRIMARY PURPOSE: As the Finance and Administration Intern, you will support the vice president and department staff. You will gain experience in an accounting, finance and administration functional areas utilizing the needed office skills of diplomacy, interpersonal communication, and technical skills required in performing finance and accounting duties. Primary responsibilities for this role will include a combination of the following:

- Assist with a DC TAX recuperation project.
- Prepare data flow diagrams and processes utilizing VISO for Bread workflows.
- Review and compile data for FENXT implementation project.
- Assist with the digitization of archived and stored financial data.
- Participate in department meetings.
- Assist in utilizing software for planning Advocacy Summit and other events.
- Work on additional projects as requested.

SKILLS/KNOWLEDGE REQUIRED:

- Pursuing a BA or BS degree in accounting, finance, economics, or business management.
- Minimum 2 years of experience in an office setting is preferred.
- Must be detail-oriented, flexible, organized and able to meet deadlines.
- Experience with MS Excel, databases, or other data visualization tools.
- Strong communication and interpersonal skills (written, oral, and electronic).
- Willingness to learn.
- Commitment to the mission of Bread for the World.

WORK ENVIRONMENT ISSUES:

- This internship is based in Washington, DC.

- Bread is a hybrid organization

CULTURAL EXPRESSIONS:

Bread is committed to advancing racial equity externally and internally, all staff members play a vital role. In the course of our work, each staff person should work to apply a racial equity lens to their work and practices; and participate in racial equity on-going training. Bread is also committed to being an equal opportunity employer.

OUR VALUES:

1. ***We value our faith.*** Our faith in Christ compels us to love our neighbors near and far and is the foundation for our hope, story, mission, and values.
2. ***We value human flourishing.*** We believe that every human being, created in the image of God, has inherent dignity that affords an opportunity to thrive in relationship with God, self, neighbor, and the environment; and to access enough nutritious food for good health.
3. ***We value justice.*** We seek to establish effective systems, structures, and policies that affirm equality and advance equity among all human beings to alleviate hunger and poverty.
4. ***We value courage and prophetic voice.*** In a spirit of wisdom and love, we will be bold in articulating and pursuing our vision of a world without hunger.
5. ***We value nonpartisanship.*** We believe that effective and sustainable public policies are made when, in good faith, we employ a civil and bipartisan approach to develop and implement laws and programs to achieve our mission.
6. ***We value collaboration.*** We believe in working alongside and building community with a diversity of churches, interfaith communities, institutions, and individuals, including people experiencing hunger, to achieve our mission.
7. ***We value impact.*** We strive for excellence in our work and hold ourselves and our nation's leaders accountable in the pursuit of public policies that render measurable results and meaningful change for people everywhere affected by hunger.

DISCLAIMER:

Background and reference checks will be conducted on all final candidates. The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.