



## BonaGany Inc. Overview

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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 \$20 per hour.**

## Accounting Intern - Job Description

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We are looking for a driven Accounting Intern with an understanding of GAAP and financial principles. Under the supervision of a CPA Mentor, Interns can expect to utilize bookkeeping software to assist in the preparation of a private foundation federal 990-PF tax return along with a N.Y. Char 500 annual charity return. Interns will prepare journal entries and complete financial reports.

### Responsibilities:

- Recording and maintaining accurate and complete financial records.
- Preparing financial reports, such as balance sheets and income statements.
- Working with bookkeeping software. Interns have their own Quickbooks Online account which is overseen by their mentor.
- Handling sensitive personal information with honesty and integrity. The Intern candidate will be required to sign a confidentiality agreement to emphasize the importance of this responsibility.
- Assist in ad-hoc work that arises through the course of operations.

### Requirements:

- A current S.B.U. Cumulative GPA of 3.50+ or a Core GPA of 3.65+ as a business major.
- A strong understanding of accounting and financial principles.
- Aptitude for math and proficiency with computers.



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## Marketing Intern - Job Description

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We are looking for an ambitious self-motivated individual who is considering a career in social media and content marketing. Under the supervision of a Marketing Mentor, Interns can expect to prepare promotional content and then disseminate it using social and traditional media platforms.

In addition to being an excellent communicator, you should have excellent multitasking and organizational abilities. The successful candidate will also have in-depth knowledge of marketing techniques and social media platforms.

### Responsibilities:

- Designing and presenting social media campaigns to market various community service projects to SBU students.
- Coordinate service project campaigns directly with SGA’s BonaGany Advisor (current advisor is Connor Raine)
- Preparing a detailed promotional marketing campaign for The Nashville in Allegany event.
- Creating Press releases for various community service projects.
- Contributing to the creation of mock-ups, email campaigns, and social media content.
- Assist in ad-hoc work that arises through the course of operations.

### Requirements:

- Familiarity with marketing computer software and social media platforms.
- Excellent verbal and written communication skills.
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## Personal Management Intern - Job Description

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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 3.50+ or a Core GPA of 3.75+ 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.



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## Finance Intern - Job Description

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We are looking for a driven finance student with an interest in pursuing a career in corporate finance. Under the supervision of an Investment Banking Mentor, Interns will be expected to complete Romero Mentoring’s 53-hour-long corporate finance training program. During the program students will learn about personal investment strategies and utilize Microsoft Suite to create corporate financial models, valuations, and investment memorandums. Students will also learn about the different careers in corporate finance, how to build strong resumes, and interview prep tips. At the completion of the course, students will use what they learned to assist in the preparation of Bonagany Inc. marketing materials, financial models, budgets, and period ending financial statements.

### Responsibilities:

- Complete Romero Mentoring’s *Analyst Investing Essentials* course:
  - Meet with Investment Banking Mentor to provide updates on progress biweekly.
  - Perform their own case study at the end of the course and present case study to their designated mentor.
- Upon completion of the course, students will assist in:
  - Creating marketing materials for Bonagany Inc. events and potential projects.
  - Model financial projections for Bonagany Inc. and value potential projects.
- Assist in ad-hoc work that arises through the course of operations.
- Attend and assist in community service events hosted by Bonagany Inc.

### Requirements:

- Interest in a career in corporate finance paired with a strong desire to learn and develop a wider toolbox of skills.
- A basic understanding of financial, economic, and accounting principles.
- A current S.B.U. Cumulative GPA of 3.50+ or a Core GPA of 3.65+ as a finance major.
- Aptitude for math and proficiency with Microsoft Suite.



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## **Health Science Intern - Job Description**

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We are looking for an energetic health sciences student with an interest in pursuing a career in veterinary medicine. Under the supervision of Karen Trevaskis, an Operation Pets Partner, Interns will oversee and coordinate the trapping and data collection of a feral cat program in Allegany. Once data is compiled, the Intern will publish a summary of the results in an attempt to create a greater awareness of the problem and explain strategies that can be utilized to reduce the feral cat population in Allegany.

### **Responsibilities:**

- Learn the process of preparing the traps and transferring our captured feline friends.
- Help determine whether to utilize the Trap, Neuter, Release "TNR" or Trap-Vasectomy-Hysterectomy-Release "TVHR" strategy.
- Interns will communicate with property owners who allow trapping on their land.
- Information collection for a long-term study. To include address, sex, procedures performed and # of immediately released cats (already clipped ears or obviously a stray with collar)
- Publish results and disseminate paper with assistance from a marketing Intern peer.

### **Requirements:**

- A current S.B.U. Cumulative GPA of 3.50+ or a Core GPA of 3.50+ in health sciences.
- Highly organized and detail oriented.
- Proficiency with MS Word, MS Excel, PowerPoint.