



**OCS**

**THE NONPROFIT  
JOB SEARCH**

***Undergraduate Resource Series***

Office of Career Services | 54 Dunster Street  
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If you are interested in helping to further a mission or cause that seeks to make a positive impact in the world, you may want to consider working at a nonprofit organization. Nonprofits cut across every type of industry and function area—including education, communication, healthcare, and technology—and working in this sector can be a great way to combine a subject area interest with a desire to make a difference. There are opportunities to work directly with people through human services, teaching, or advocacy and indirectly through marketing, policy or fundraising. Nonprofit organizations exist both domestically and internationally, and can vary in size from large organizations, such as the American Red Cross, United Way or Oxfam, to smaller and local community organizations. You may also be interested in the work of foundations or philanthropic organizations which work toward the social good by providing grants and financial support to nonprofits and other mission-driven organizations.

As you start to think about your summer and post-grad plans, you may want to consider these questions:

- *What causes/missions excite you? Are there certain populations you hope to work with?*
- *What organizations interest you or are doing work in this area?*
- *What type of position or job function would you like to have?*
- *Where would you like to be geographically?*

Some typical nonprofit entry-level positions include "assistant," "associate," and "coordinator." For example, you may apply for a program coordinator role, or a communications assistant role. At larger nonprofits these roles may be more specific and defined, whereas at smaller nonprofits you may be expected to wear many different hats and take on additional projects and responsibilities.

## **Nonprofit Sector Hiring Timelines**

### **Internships and Funding Sources**

You may want to pursue an internship to explore and test out working in your area of interest, gain experience working with a certain population, or build and develop a new skillset. Students often **begin to plan for summer in November or December.**

To find summer nonprofit and public sector internships and funding, you may want to start by considering opportunities offered at Harvard such as:

- Phillips Brooks House Association (PBHA)'s Summer Urban Program
- Center for Public Interest Careers (CPIC)'s Mindich Service Fellowship Program
- Center for Public Interest Careers (CPIC)'s Grant Funding (Harvard Clubs Summer Community Service Fellowship Program; Arthur Liman Public Interest Law Summer Fellowship Program; Summer Federal Work Study Program for Public Service)
- Institute of Politics' (IOP) Director's Internship Program
- Institute of Politics' (IOP) Summer Stipend Program
- Office of Career Services (OCS) International Volunteer and Independent Internships
- Presidential Public Service Fellowship
- Harvard Global Health Institute Internships
- Other programs offered by Harvard Centers such as the David Rockefeller Center for Latin American Studies (DRCLAS), Center for European Studies (CES), and Harvard China Fund

These 8-10 week internship opportunities are funded, and cover a wide array of areas including education, public interest law, advocacy/policy, research, health, and technology. **These programs have early spring semester deadlines**, so it is important to plan and prepare your application materials early. There are also many internship opportunities that you can apply for beyond those offered through Harvard. Most summer internships are posted in the spring, particularly in March. If you are looking to apply for Harvard funding, it is important to plan early and pay careful attention to deadlines.

## Full-Time Opportunities

Full time entry-level opportunities in the nonprofit sector generally **become available in the spring, and continue into the summer.**

*"Don't stress if you still don't have a firm offer at the same time as your peers who are seeking employment in the private sector; public service opportunities don't open up with the same annual regularity, and the application process works differently. Reach out to people you have worked with in the past, and ask if they know anyone you can submit your resume to. Make it clear that you genuinely want to get involved in public service, because it speaks loudly to potential employers that, given everything you could do with a Harvard education, you want to use your newly minted credentials to make a positive difference."*

*- Recent Harvard Alum*

For many students this may seem challenging, since they may hope to have a job secured in the fall; however, the nonprofit sector uses "**just-in-time hiring**," which means that they can't predict their hiring needs in advance. They know of their hiring needs once someone leaves their position, gets promoted, or if the organization receives additional grant funding for a position. In addition, many nonprofits do not have the resources to recruit on campus, and are usually only hiring for one or two individual positions as opposed to a cohort of new hires. Once an organization posts an opening, they are usually looking for someone to start immediately (although some organizations may have flexibility with the start date). Because spring is the most common time for entry level jobs to be posted, it is not uncommon for students to find nonprofit, government, and social sector jobs after graduation. However, if you are interested in national security and/or State Department opportunities, you should start planning early and will need to apply about a year in advance—many of these opportunities require a security clearance that generally takes 9-12 months to complete. During the fall, you can start to

*"I began my job search in the spring of my senior year, but didn't begin in earnest until after I submitted my thesis in March. I applied to dozens of jobs and had loads of informational interviews over the next several months, and didn't get a job until July. By all accounts, this is very normal. Be patient. Be patient with potential employers. Be patient with friends and family who may not understand the timeline."*

*- Recent Harvard Alum*

think about your interests, what you might want to do, and where you want to be after Harvard. To help you get started, schedule an appointment to meet with an OCS adviser, attend relevant programs and career fairs, and connect with alumni/professionals in your area of interest. The fall is also a great time to ensure that your resume is up-to-date, and includes your most recent summer experience. Check out the **OCS Resume Guide** and **templates** as a resource, and then stop by during drop-ins anytime Monday-Friday from 1:00-4:00pm to have it reviewed by an adviser. Our advisers can also help you to start making a plan for your job search process.

When thinking about post-graduate opportunities, it is important to remember that this is your "next step" after Harvard, and not necessarily your "career." Your next step can be defined as a 1-2 year experience that will allow you to gain exposure to your field of interest, develop new skills, and meet interesting people—all of which will help to set you up for the next opportunity along your professional path.

## Finding Jobs and Internships

A great place to start looking for job and internship opportunities is in **Crimson Careers**, the OCS jobs and internships database. OCS works with 3,000 employers who post over 8,000 opportunities annually. Additionally, **UCAN** is a consortium internship posting site that offers greater geographic diversity of positions, and **Idealist.org** has thousands of job/internship opportunities from nonprofits and mission-driven organizations. For a more efficient search, think about setting up a saved search or signing up for email alerts to have relevant job/internship postings emailed to you. Be sure to also check out individual organizations' websites and follow them on LinkedIn or other social media platforms to learn about opportunities as they become available.

The **Career Pathways** section on the OCS website includes a variety of resources to help you with your search. There is a pathways page for each of our 20 different cluster areas, and each page provides an overview of the field, how to find jobs and internships, helpful links, and includes a curated list of related job/internship opportunities that are currently posted in Crimson Careers.

There are many offices that can be a resource to you during your job and internship search. In addition to OCS, the **Phillips Brooks House Association**, **Center for Public Interest Careers**, and the **Institute of Politics** organize summer internship opportunities, host programs and office hours, and can help to connect you to alumni and professionals in the field. The **Service to Society** is a weekly newsletter that lists upcoming public service related programs, workshops, and opportunities for students.

## Build Your Professional Network

Given that many nonprofit and social sector jobs are filled through referrals, you will want to think about incorporating networking into your job/internship search strategy. At OCS, we say that the job search is a "contact sport," and that you need to go out and meet with alumni and professionals in your area of interest to help you land an opportunity.

These conversations or informational meetings can help you to learn more about the field, a specific organization/role, hiring timelines, and advice on how to stand out and market yourself as an applicant. Your contacts may even be able to pass along your resume or suggest other alumni or professionals for you to connect with. Our **Making Connections** guide provides more information on informational meetings, and includes sample questions to ask during the conversation as well as a sample email template. You may find the **Harvard Alumni Directory** and **LinkedIn** to be helpful resources for locating alumni to connect with. OCS hosts workshops throughout the year on how to network, so be sure to attend one of these informative and fun workshops. You can **meet with a member of our first floor team** to help you set up an advanced search and get the most out of LinkedIn and the Harvard Alumni Directory. Also, talk to House tutors, faculty/TFs, family, friends, and other campus resources for suggestions of alumni or other professionals working in your area of interest.

*"Public service is a small world, and you'll be surprised by how many people you know who in turn know someone at the organization you are applying to work at. So at the start of senior year, create a list of the people you think would recommend you for a job and reach out to them to catch up, remind them that you'll be graduating soon, and chat about what sort of jobs you're interested in."*

– Recent Harvard Alum

## Attend Relevant Programs and Events

OCS organizes 300 programs and 20 career fairs annually. Be sure to check out panels, programs, and workshops related to nonprofits and other areas of interest at OCS in the fall and the spring. Many of our panelists are Harvard alumni, and are excited to share with you more about their career paths, the types of internship and entry-level opportunities in the field, and how to get your start. You may be particularly interested in the following events:

- **Nonprofit, Government & Global Health Fair (in October)** – Come and meet organizations looking for students to volunteer, intern, or work within a wide array of nonprofit, government and global health areas.
- **Public Service Recruiting Day (for seniors in October)** – Apply to meet with leading public service organizations for one-on-one interviews/informational meetings to speak about post-graduate employment and fellowships.
- **Public Interested Conference (in January)** – Connect with alumni working in a variety of areas within nonprofits, education, and the public sector.
- **DC IMPACTlink and the Georgetown Career Fair (for seniors in February)** – Apply to participate in an off-campus interview day and recruiting event in Washington, DC with largely nonprofit and public sector organizations. Participants are also invited to attend the Georgetown Career Fair. This event is organized by Harvard and four other partner schools.
- **Social Impact Expo (in April)** - Network with nonprofit and mission-driven organizations that span a range of fields including government, policy research, and education.

These fairs bring a wide range of organizations to campus, and are a great way to learn more about different organizations, their internship and/or full-time opportunities, and to make an in-person connection.

### January Experiences and Site Visits

Wondering what it's really like to work in a nonprofit or public sector organization? During Harvard's January Wintersession period, OCS offers a series of site visits that allow students to explore organizations, talk to alumni, and go behind the scenes for an up-close look at different work settings. These experiences offer you the opportunity to test your interests in a real work environment.

*"My biggest piece of advice is to start building connections early! You will learn so much about different professional trajectories and organizations while building relationships with possible mentors and people who can advocate for you."*

*- Harvard Alum '17*

## Create Strong Application Materials

You may have heard about the importance of tailoring your resume and cover letter to the organization and position that you are applying to. This is also true for nonprofit organizations. Make sure that your cover letter clearly communicates why you are interested in the organization's mission and highlights how your background, experience, and skills would make you a good fit for the position. Your application materials reflect your written communication skills, so make sure that your materials are free of any typos or grammatical errors. Check out the **OCS Resume Guide** and **templates** as you craft your application materials, and then come to OCS drop-ins anytime Monday-Friday from 1:00-4:00pm to have them reviewed.

## Interview Preparation

Preparing for interviews requires knowledge about the organization and position, and being able to articulate the skills and experiences you can contribute. There are a lot of ways that OCS can help you get ready. Check out our **Interviewing guide** in addition to the other resources on the **Interviewing section** of our website or come to a workshop for information and strategies on how to best prepare and present yourself in an interview.

## OCS Website 24/7 help

Need help at 2 a.m.? Check out the vast information on the OCS website. Be sure to review the online resources and become familiar with tools such as...

- **Vault**- Guides for landing jobs and internships in nonprofits, government, and many more sectors
- **International Job & Internship Tools** - Help for working abroad or for international students to work in the U.S.
- **Interview Stream**- Practice answering interview questions from your computer anytime
- **OCS Skills Tracker**- Take stock of the skills you've developed using this simple tool in Crimson Careers

## Summary

Your story, background, experience and talents are valued here. Talk to us about how we can help you test your interests and skills and connect you to all kinds of opportunities. Our friendly advisers can help you plan for summer and your four years at Harvard and beyond. Come by 54 Dunster Street and let us get to know you.