



Non-profit Industry

Our students serve as valuable team members in nonprofit organizations dedicated to making a difference in the community. Trained in key professional and communication skills, they assist with the day-to-day operations across various departments. While contributing meaningfully to your mission-driven work, students gain hands-on experience, build confidence, and cultivate a passion for service and social impact.

Common Tasks and Responsibilities

1. Accounts Payable and Receivable

- Expense report processing, recording and reconciliation
- Invoice matching and data entry
- Returned check processing

2. Database Management

- Archiving documents or files within database
- Editing and updating documents within database
- Scanning, uploading and adding documents to database

3. Human Resource Assistance

- Keep employment records and process paperwork
- New hire orientation (materials preparation)
- Resume review and candidate research
- Usage and management of human resource systems and databases

4. Marketing Assistant

- Creating and developing marketing materials
- Creating and positing on social media channels
- Translating marketing documents

5. Museum- Customer Support

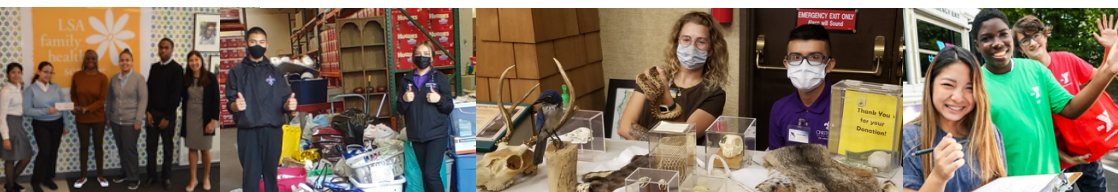
- Enter customer information into database
- Process and respond to product feedback
- Process and respond to service feedback



Have another area that could benefit from project-based or day-to-day support?
Let's talk about how Cristo Rey Orlando students can help!

"We believe each person's future holds the potential to grow into something greater. That's why we sought a partnership with a local organization working to give educational opportunities to today's youth in our community: The Cristo Rey New York High School."

— Prosperity Life Group



Interested in becoming a Corporate Partner and learning more? Join us in shaping the future.

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