



Internship Title: Administrative Intern **Duration:** 3 Months **Compensation:** \$500 stipend + Commission + Academic Credit

Description:

Administrative Interns are responsible for scheduling and planning of administrative tasks. These include arranging travel, filling reimbursements, tracking receipts, issuing checks, and filling invoices. These interns work closely with the administration of EveryLibrary to support a wide range of needs.

Duties:

- Assists with tasks for the Executive Director
- Creates compelling mass email communications for donors
- Administrative support for the Administrative Team
- Support mailing and packaging of PR packages
- Use team resources to effectively fulfill responsibilities and agency goals. Be available to other team members for the same purposes.
- Participate in ensuring focus on agency mission and fulfilling agency goals.
- Promote cooperative efforts in effective communication, meeting challenges and decision-making

Qualifications:

- Proficient command of English grammar and spelling
- Experience with Constant Contact and inDesign is a plus but not required
- Past Office Administration is a plus but not required
- Accuracy and attention to detail, and ability to show initiative and work independently.
- Excellent understanding of Microsoft Office suite (in particular, Word, Excel and PowerPoint)
- Studying towards/ educated to postgraduate level in a related subject

Skills:

- Strong attention to detail and organizational skills required
- Strong writing, communication, and interpersonal skills
- Ability to work with various departments to finish necessary projects
- Skills in effective oral and written communication in English.
- Understand the importance of maintaining confidentiality
- Ability to work proactively within a team as well as independently
- Self starter, able to think creatively to solve problems