

JOB DESCRIPTION

POSITION:	Administrative Assistant Intern
DEPARTMENT:	Administration
LOCATION:	115-15 Farmers Blvd, St. Albans, NY 11412
REPORTS TO:	CEO
SALARY:	Internship
SCHEDULE:	10:00 am – 6:00 pm (Monday – Friday). This position is performance based and is also contingent on funding availability.
JOB SUMMARY:	Under the direction of the Chief Executive Officer, the Administrative Intern is responsible for performing administrative work, clerical tasks, communications and customer/client service that pertain to special events, programs and all aspects of the organization's operations.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Experience with Microsoft Office Suite; Word and Excel.
- Experience with G-mail.
- Experience with Google Drive; at least two years of Google Sheets and Google Docs (Candidates who are considered for position will be tested on experience with Google Sheets).
- Experience creating mail merges (both with labels and inside Microsoft Word documents) (Candidates who are considered for position will be tested on experience with mail merges).
- Experience with basic data entry or bookkeeping.
- Excellent communication and interpersonal skills.
- Ability to work in a fast-paced environment and communicate with clients/customers who have diverse personalities works well under pressure and tight deadlines.
- Experience working as part of a team.
- Very detail oriented and organized.
- Quick learner.
- Self-starter.
- Solid writing skills.
- A minimum of a High School Diploma but preferably an Associates Degree.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administrative work

- Conduct phone calls and e-mail blasts for events and programs.
- Assist in all aspects of events application preparation: print application distribution, online and print application processing and collection of all required documents.
- Perform extensive data-entry and editing to event and program databases.
- Create vendor accounts and enter all vendor deposits into accounting.
- Assist in processing and depositing donations/payments.

Clerical tasks

- Answer telephone calls, check voicemail and e-mail messages.
- Filing and office organization.
- Make copies and scanning documents.
- Organize documents into computer filing system.
- Assist in office organization and weekly clean-up efforts.

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- Assist with document/file research.

Communications and Customer/Client Service

- Provide excellent communications to customers/clients for all events and programs; answer questions and provide application assistance.
- Assist with all contracts from applicable agencies and contractors.
- Assist with securing Partners and liaison work.
- Assist with events, administration, and client/program staff troubleshooting.
- Assist with post event wrap-up and audit preparation.

EOE

HOW TO APPLY:

Please submit a cover letter, outlining how your skills & experience meet the specific components you are applying for, and your resume. Also provide us with three professional references that we can contact (at least one should be from a former supervisor) with the subject header “Administrative Assistant Intern” to careers@smelny.org. No phone calls, please.