



## Administrative Assistant Intern - Unpaid

**Position:** This position is a Part-Time, unpaid internship position, unless otherwise negotiated. This position is responsible for assisting in handling the day-to-day operations with a focus on efficiency and time management.

### **Duties & Responsibilities:**

- Maintains office services by organizing office operations and procedures; controlling correspondence; and maintaining efficient filing systems.
- Assists in implementing office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- Assists in implementing and maintaining organizational procedures and systems for all volunteers (office & on-site).
- Oversees all office volunteers.
- Responsible for answering office phone calls and responding to office emails in a timely manner.
- Assists the Executive Director in executing marketing strategies and plans.
- Assists the Executive Director in managing the bid process for all new habitat homes following through with vendors making sure they meet the deadline.
- Assist the various committees where necessary.
- Maintain communication with vendors (and potential vendors) throughout the build process.
- Efficiently maintain vendor database.
- Works closely with the Site-Construction Manager.
- Reports directly to the Executive Director.
- Other duties as assigned.

### **Qualifications:**

- Must be currently enrolled in continuing education
- Proficiency in Microsoft Office suite
- Experience with scheduling
- Advanced computer skills (Quicken experience a plus)
- Excellent written and verbal communication skills
- Comfort with fast-paced environment