

Administrative Intern Description

Internship Title

Administrative Intern

Reports To

Administrative Manager for Casa de Esperanza

Internship Description

This internship is responsible for supporting the administrative and reception needs for the organization and promote achievement of Casa de Esperanza's goals.

Functions

- Administrative support for the Administrative Team
 - Handle the front desk reception duties
 - Answer telephone calls and direct callers to appropriate staff or program director.
 - Enter data to FileMaker database.
 - Support mailing and packaging of Casa de Esperanza product orders.
 - Reproduce and maintain Casa de Esperanza product inventory.

- Teamwork Environment
 - 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.
 - Model leadership to sustain a positive work environment that embodies Latin@ cultural strengths, interdependence and communalism.

- Other projects or duties as assigned.

Qualifications

- Skills and Abilities
 - Ability to model behavior consistent with the Casa de Esperanza mission.
 - Skills in effective oral and written communication in English and Spanish.
 - Understanding of importance of maintaining confidentiality.
 - Knowledge of, and ability to apply office and business management procedures, and to use computer and other technical resources effectively to accomplish work.

Working Conditions

- Casa de Esperanza strives for a fully inclusive work environment and does not discriminate on the basis of race, creed, color, sex, national origin, ancestry, religion, age, disability, sexual orientation, or marital status.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Intern incumbents may be required to perform other functions not specifically addressed in this intern description.