



Administrative Intern

Internship Title

Administrative Intern (One Semester Commitment)

FTE

8-10 hours/week

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.

Responsibilities

- Administrative support for the Administrative Team
 - Assist in the preparation of reports, manuals, documents, flyers, etc.) using existing templates and brand elements.
 - 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, packaging and inventory of Casa de Esperanza products.
 - Update online events calendar.
 - Assist in national and local Domestic Violence Awareness Month projects.
- 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

- Ability to model behavior consistent with the Casa de Esperanza mission.
- Bilingual abilities in Spanish and English encouraged
- 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.

Inquiries and Applications

Please send resume and volunteer application to

Carol Zapfel

Administrative Manager

czapfel@casadeesperanza.org