



## Speak For Those Who Cannot Programs, Inc.



### **SPEAK Volunteer Administrative Internship:**

The ideal Intern will be a self-starter, organized focused and detail oriented. This internship is ideal for student seeking hands-on working experience as an Administrative or Executive Assistant

### **Essential Job Functions:**

- Responsible for program communications (mailings, phones, computer).
- Assists in scheduling and coordinating events.
- Helps with Database management.
- Helps to maintain program records.
- Conducts program specific research as required.
- Assists in the preparation of grant proposals & recommendations.
- Assists in creating & maintaining a communication system with constituents
- Performs general administrative and other tasks as requested by the President.

### **Behaviors and Skills needed to successfully perform this position are:**

- **Demonstrate Good Character** – Models Christian character in regards to work and interaction with others. Respectful to supervisors and co-workers.
- **Work Independently** – Intern will be responsible for most of the projects with minimal supervision.
- **Good communicator and professional behavior** - Communicates clearly and directly, approachable, relates well to others, engages people and helps them understand change, provides and seeks feedback, articulates clearly, actively listens, able to interact with staff and video participants
- **Achieves results through teamwork** – works inclusively and collaboratively, holds self and others accountable, involves others to accomplish individual and team goals.
- **Leads through positive influence** – Demonstrates strong character; builds partnerships; takes personal responsibility for own development; role models leadership qualities such as motivation, inspiration, passion and trust.
- **Organized and Timely** - Plans and organizes well, sets a clear and simple course of action, stays focused on the most important priorities, has the ability to visualize and plan out what steps will be needed to complete each video project.

### **Position Minimum Requirements**

- 6 to 8 Week commitment (with 10 hours per week) – Start date between April 15<sup>th</sup> & May 1<sup>st</sup> and end no earlier than June 15<sup>th</sup>.
- Intern has the flexibility to work from home
- Must have access to a computer with software Microsoft Word and Excel
- To be considered for the internship, intern must commit to at least 6 weeks.
- Intern is required to supply 2 References: 1 Character Reference and 1 supporting the interns ability to complete assignment
- Knowledge of Microsoft Power Point and Publisher a plus