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| **High school summer intern: administrative Assistance** | | |
| Program  **Youth Employment Project** | | |
| Position Title  **Program Intern** | | |
| Reports to:  **P.O.C at the Business** | | |
| Job Description Number | Pay Grade | Revision Date |

**Job Summary:**

Energetic, interested assistant prepared to support clerical and organizational needs. Will support, on a rotating basis all departments, teams and special projects as requested.

**Essential Functions:**

**Clerical support**

* Filing, document generation, collating materials.
* Provide clerical support to the Events and Communications Coordinator.

**Organizational Support**

* Support events logistic.
* Support individuals assigned to provide logistical support for Board and committee meetings.

**Special Projects**

* Assist with any additional special or one-time projects that require additional support.

**Relationships**

* Support, respect, and communicate clearly with all internal staff and external contacts.

**Completes other duties as assigned or required to support the program(s).**

**Knowledge/Skills/Abilities:**

**Section 1:**

* Prefer writing and proofreading skills, including spelling, grammar, and punctuation.
* Prefer customer service skills, including ability to respond courteously under pressure.
* Prefer attention to detail.
* Prefer proficiency with Word, Excel and PowerPoint.
* Requires a proactive approach to problem-solving with strong decision-making skills.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

* While performing the duties of this job, the employee is regularly required to communicate, exchange information, identify and observe.
* The employee is frequently required to remain in stationary positions.
* The employee must occasionally lift and/or move objects or materials up to 20 lbs.
* Must be able to operate a computer or other office productivity machinery such as, but not limited to, phones, copier machines, fax machines.
* Must be able to identify and recognize information at a close range.
* Occasionally positions self to maintain files or other office supplies.

**Education:**

Some high school required.

***APPROVALS***

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Employee Signature Date

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Immediate Supervisor Signature Date

***HUMAN RESOURCES DEPARTMENT***

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Human Resources Signature Date