



**POSITION: Administrative Intern**

**REPORTS TO:** This position reports directly to the COO

**PURPOSE:** The Administrative Intern has the responsibility of supporting administration, human resources, finance and development staff with a range of office and clerical duties that improve the efficiency of the business. In addition, this position ensures the administrative building is up to standard for guests.

**EMPLOYMENT CATEGORY:** This position is a part-time paid internship

**FUNCTIONAL RESPONSIBILITIES:**

- Answer phone calls with professionalism and maintain proper phone etiquette.
- Serve as a greeter when required, greeting guests and visitors, vendors and ensuring their needs are met
- Collect and manage donations and other items left at administration
- Perform data entry tasks accurately and efficiently for tracking and reporting
- Manage clerical duties such as filing, scanning, and organizing documents
- Maintain an organized workspace and ensure all office supplies are stocked and shared areas are clean and tidy
- Run errands as needed
- Assist departments with support for programs and events
- Research information needed for future initiatives
- Track and manage orders and end of month reporting
- Assist with mailings
- Other duties as requested

**EMPLOYMENT STANDARDS:**

- Previous experience in an office environment is preferred
- Strong data entry skills with attention to detail
- Excellent time management abilities
- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- Ability to proofread documents for grammar and spelling errors
- Strong interpersonal communication skills
- Bilingual in Spanish is a plus
- A positive attitude and willingness to learn new skills are essential for this role.



Youth Haven is a drug free, equal opportunity employer and does not, nor shall not, discriminate against any employee or applicant for employment because of race, color, sex, age, creed, national origin, disability, marital status, veteran status or religion. Local and federal background checks, and drug screening mandatory. Must have a valid driver's license with clean driving record.

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Intern Name

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Date

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Intern Signature

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Date