



ADMINISTRATIVE ASSISTANT INTERNSHIP

Term: Feb. 2017 – May 2017

Susan G. Komen, Central Tennessee Affiliate, a non-profit organization, is currently looking for college students interested in an unpaid internship position as an Administrative Assistant for the Chattanooga Region. This position will coordinate the administrative functions of the organization, assisting the Regional Director and Affiliate Coordinator in the daily functions and strategic direction of the Komen Chattanooga Region. Interns should be mature, proactive, organized, and proficient in the Microsoft Office suite of programs/applications and have good written and verbal communication skills.

Work Area: Interns will have designated work space at the Komen Office located at 6025 Lee Highway, Suite 203 Chattanooga, TN 37421

Qualifications for Interns:

- Have an interest in non-profit, fundraising and the Komen mission
- Must have completed 2 years of college
- Must be able to take and respond to direction
- Possess strong interpersonal skills and the ability to multitask
- Have initiative, dependability, follow through and be detail oriented
- Commit to 2-3 days a week (hours will be flexible)
- Be respectful of others and work well with a team
- Have personal laptop computer loaded with Microsoft Office Suite (flash drives will be provided)
- Have dependable transportation

Basic Duties:

- Assist Regional Director and Affiliate Coordinator with volunteer scheduling, utilization and communications
- Manage daily office administrative duties and enforce office protocols
- Assist staff in maintaining updated event and community calendars
- Prepare, organize and set up meeting room for trainings, workshops and board meetings
- Manage correspondence with committee members, key volunteers, funding partners, sponsors and advocates.

Training:

- Participate in an interview with the Operations Director and or Affiliate Coordinator prior to service
- Complete a volunteer application
- Complete Volunteer Orientation and an overview of volunteer procedures
- On the job training in internal web-based programs and office procedures

This internship offers considerable insight into the non-profit sector as well as building community and professional relationships beneficial for any career path.

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