

Administrative Assistant Intern Description

Job Title: Administrative Assistant Intern

Organization: Sustainable Works

Duration/Starting date: Immediately

Time commitment: 10-15 hrs per week

Compensation: This is an unpaid internship

Company Overview

Sustainable Works is a non-profit environmental education organization and is a project of Community Partners. We exist to ensure that the concepts of sustainability and the actions associated with living a sustainable lifestyle are integrated into the daily activities of individuals, students and businesses. We do this by providing educational experiences, serving as a liaison between governments, institutions, businesses and individuals and fostering community development. Through education, we activate sustainable practices and behaviors to foster a safe, healthy and equitable world.

General Description

Sustainable Works is looking for a reliable and motivated individual to handle financial and office management responsibilities. The Office Administrator Intern will manage reception responsibilities, payroll and reimbursement processing, invoicing and payment tracking as well as deposit processing. In addition, they will be responsible for managing and reconciling petty cash and office supply inventory. This is an excellent opportunity to gain experience working with a professional staff in an enthusiastic, community-based Non-profit Environmental Organization.

Qualifications

- Proficient command of English grammar and spelling
- Must be proficient in MS Office
- Experience with Constant Contact and inDesign is a plus but not required
- Past Office Administration is a plus but not required
- Pride in appearance
- Interest in the mission of Sustainable Works and some knowledge of the sustainability sector is a plus

Skills

- Strong attention to detail and organizational skills required
- Strong writing, communication and interpersonal skills
- Ability to work with various departments to finish necessary projects

To apply, send cover letter and resume to gina.garcia@sustainableworks.org. No calls please.