

## **Project Support Intern** **POSITION PROFILE**

**GENERAL DESCRIPTION:** Provides administrative support to the Program, Engagement and Strategy & Culture teams in coordination with the Operations team. This is a part-time, paid position (a one-year commitment is requested).

### **Project Activities:**

- Arranges one-on-one appointments, on-sites, and meetings via Zoom and Teams;
  - Maintains Outlook calendars.
- Updates Grants Management System with notes and data entry as directed.
- Attends meetings and on-sites and follows up as directed.
- Assists with registration for conferences and other community events.
- Assists with coordination of materials for events and convenings.
- Assists with telephone support regarding inquiries from applicants and grantees.
- Maintains the collection of some staff receipts and expenses.
- Assists in following up on missing and/or late reports, EPAs and Grant Agreements;
  - Maintains a running list and works with the organization to submit information.
- Tracks and promotes all engagement opportunities for staff to attend and participate.
- Supports engagement projects (i.e. Juneteenth) in coordination with the Community Engagement Officer.
- Creates PowerPoint presentations for board meetings.
- Generates data reports as requested.
- Other duties as assigned.

### **Qualifications:**

- High School degree required, current enrollment in a post-secondary-related program.
- Excellent written and verbal communications skills, with strength in interpersonal communications; ability to work with a diverse group of people, both independently and as part of a team.
- Ability to work on multiple projects simultaneously.

### **Application:**

Send the following items to Kim Thao, [kim@bader.org](mailto:kim@bader.org) no later than February 15, 2023.

- **Cover Letter:** Please detail why you want to intern at Bader Philanthropies, your internship objectives, and your career goals. Please also indicate your availability (start date, end date; days and hours you are available).
- **Résumé:** Please list your complete educational and professional data, skills, and information about extracurricular activities.

Milwaukee-based Bader Philanthropies, Inc. is a philanthropic leader in improving the quality of life of the diverse global communities in which it works. The organization funds innovative projects and programs; convenes partners, and shares knowledge to affect emerging issues in key areas. Since its founding in 1992 as the Helen Bader Foundation, the organization has committed more than \$456 million in grants and program-related investments, such as loans, loan guarantees, credit enhancements and equity investments that advance its charitable mission.