

OFFICE ASSISTANT INTERN
POSITION

Bader Philanthropies, Inc. seeks an Office Assistant Intern who will assist with the Foundation's special events, data entry, facilities management, presentation materials, bookkeeping, and general office duties. This is a part-time, in-office, paid position (a one-year commitment is requested).

Logistics and General Office Activities:

- Coordinates office and hospitality supply inventory.
- Assists with registration and materials for conferences and other community events; gathers logistic information for meetings.
- Assists with event set up, tear down, and hosting Zoom events.
- Assists with file and data management; Enters data and generates data reports.
- Provides light bookkeeping assistance.
- Participates in reception coverage rotation; greets guests and receives incoming calls.
- Assists Intern team as needed with special event materials and other projects and duties as assigned.

Qualifications:

- Currently enrolled in Bachelor's or Associate degree level program or other post-secondary education;
- Strong written and oral communications skills and attention to detail;
- Ability to work on multiple projects simultaneously;
- Event planning skills;
- Professional demeanor, excellent problem-solving skills, organizational abilities, and interpersonal skills;
- Ability to work with a diverse group of people, both independently and as part of a team;
- Prior office experience is desirable.

Application: Apply to sandra@bader.org

- **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 and information about extracurricular activities.