

**OPERATIONS INTERN**

**POSITION**

Bader Philanthropies, Inc. seeks an Operations Intern who will assist with the Foundation’s special events, data entry, facilities management, presentation materials, bookkeeping, administrative support to the Program, Engagement and Strategy & Culture team and general office duties. This is a part-time, in-office, paid position (a one-year in commitment is requested).

**General Operations Activities:**

* Coordinates office and hospitality supply inventory.
* Schedules group meetings and events.
* Assists with registration and materials for conferences and other community events; gathers logistic information for meetings.
* Assists with event set up and breakdown;
* Arrange and host 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.