



JOB TITLE: Administrative Intern

South Valley Services is a non-profit organization whose mission is to provide a variety of options to anyone experiencing family violence. Our programs aim to empower individuals and communities to recognize their self-worth and to develop the necessary skills to reach their greatest potential. We believe advocacy, prevention and safety are the primary tools in the process of eliminating family violence. SVS has three programs to fulfill our mission: shelter, community resource centers and prevention/education.

The Administrative Intern will have the opportunity to gain valuable skills and hands-on experience in a variety of facets of nonprofit management including program development and implementation, grant writing, fundraising, database management and bookkeeping. This position requires an individual who is detail oriented, able to prioritize, multi-task, and meet deadlines, and who works well both independently and as a team. All activities will be under the direction of the Executive Director.

CLASSIFICATION

Part Time/Full Time Depending on Intern Preference--- UNPAID

QUALIFICATIONS

- Must have excellent oral and written communication skills, and excellent organizational skills
- Ability to work with Microsoft Word, Excel, Power Point, QuickBooks, and Outlook
- Must have a valid driver's license and access to an insured vehicle
- Ability to pass a background check

EDUCATION/EXPERIENCE

- Must be in a Bachelors or Masters level program.

REPORTING RELATIONSHIPS

Reports directly to the Executive Director

RESPONSIBILITIES

- Assist with basic bookkeeping tasks including bill paying, check cutting, mailing checks, making deposits, invoicing, running financial reports, assisting with annual audit etc.
- Assist in purchasing office supplies and keeping storage room stocked and organized.
- Assist in maintaining organizational files and documents
- Assist in Human Resources tasks
- Assist in maintaining updated Standard Operating Procedures
- Assist in maintaining a robust social media presence
- Assist in managing donor database
- Assist in managing victim services database
- Assist with electronic newsletter
- Assist with grant applications and reports
- Assist with donor communications, including appeal and thank you letters

- Assist in coordinating bulk mailings
- Assist in event planning
- Assist in developing and implementing strategies that will maximize program areas in Education, Shelter Services and Community Resources
- Assist with internal audits
- All other duties as assigned by the Executive Director

For more information and to apply, contact your Internship Coordinator:

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