

ADMINISTRATIVE INTERN JOB DESCRIPTION

First Descents (FD) is seeking a highly organized, self-motivated, and passionate Administrative Intern to support the coordination and execution of FD's day-to-day office activities. The Administrative Intern must have strong written and verbal communication skills, excellent organizational skills, strong computer skills, and the willingness to support First Descents in a wide range of tasks and duties. It is imperative that the Administrative Intern embrace the FD culture and is passionate about the mission of First Descents.

Responsibilities

Reporting to the Operations Manager, and working closely with other key personnel, the Administrative Intern will play a key role supporting activities including, but not limited to: office operations, donor relations, data entry and database management, accounts receivables, FD store, the Out Living It Project (FD's peer-to-peer grassroots fundraising platform), and other task assigned by the Operations Manager. The Administrative Intern will have the following responsibilities:

🌀 Office Duties

- Answer phones and emails and route to the appropriate people/departments
- Manage incoming mail and distribute to appropriate recipients
- Send out items ordered in the FD store and help with FD store inventory management

🌀 Accounts Receivables / Tax Letters

- Enter incoming donations into Salesforce daily and help prepare checks for deposit
- Communicate donations to Development Team
- Facilitate tax letters to donors; Send out in honor / in memory acknowledgements
- Ensure thank you notes are sent out to high level donors

🌀 Database Management

- Phone and email correspondence with donors, generating acknowledgement letters and receipts, and making regular updates to the database to support the Development Team in the stewardship process of each donor

🌀 The Out Living It Project (OLI Project)

- Assist the Development Coordinator with sending general communications and materials to OLI Project participants (e.g., shipping t-shirts, tech tops, and bike kits)
- Assist with data entry in support of the OLI Project, as necessary
- Support First Descents events and fundraisers, as necessary and appropriate

Terms:

This position has a start date of early June 2015, with a 3 to 4 month commitment (flexible based on availability). Up to 24 hours a week will be required, with the hours and days flexible based on FD's needs, and as specified by the Operations Manager. This is an unpaid internship, with a monetary bonus at the end of the contract, pending performance.

If you are a student, First Descents will work with you and your academic advising team to customize goals, responsibilities and projects to meet the academic internship requirements.

To Apply:

Please email your cover letter & resume to hr@firstdescents.org with the subject line "Admin Intern"