



## **Specialized Girls For A Change Intern**

We are seeking an energetic, responsible intern to join our growing organization. In this position, you will be expected to learn the ins-and-outs of our daily routines and procedures. You will focus on learning how our organization runs.

### **Intern Duties and Responsibilities**

- Answer phone inquiries, direct calls,
- Perform clerical duties, take memos, maintain files, and organize documents; photocopy, fax, etc. as needed
- Assist in preparing information and research materials; create and maintain PowerPoint presentations
- Take notes and memos during meetings; type documents, drafts, and reports; sort and manage files
- Run general industry related errands
- Manage databases and input information, data, and records
- Research and gather documentation on company position in the industry
- Set up, break down, organize, and maintain conference rooms, training rooms, and meeting rooms; update company calendars
- Attend company functions and networking events
- Shadow multiple office positions and train in a variety of tasks
- Update and post supervised social media and website content; respond to web correspondence, social media posts, and emails

## **Intern Requirements and Qualifications**

- High school degree or equivalent; must be enrolled in an accredited university/college program to receive credit
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Must be 18 years of age
- Excellent written and verbal communication skills
- Self-directed and able to work without supervision
- Energetic and eager to tackle new projects and ideas