

Administrative Assistant Interns

Administrative Assistant – (Interns) Intern to serve as an assistant to the Executive Director. Minimum commitment of one semester.

Duties & Responsibilities:

- **Database Management:**
 - Enter data into Excel spread sheets
 - Train on Wild Apricot family database
 - Assist with program marketing materials
 - Assist in designing of brochures and flyers and booklets
 - Train on Little Green Light
 - Emails to donors and contacts
- Update website – will train, simple web page.
- Database Management – Will train, enter data, type letters, labels and other mailing documents.
 - Train on Wild Apricot family database
 - Update family info
 - Train on Little Green Light
 - Emails to donors and contacts

Other duties include:

Assist facilitators and program staff with the execution of the tasks needed to facilitate the girls programs and events. Duties include creating information packets, snack preparation, setting up arts and crafts, setting up equipment such as projector or computers