



POSITION DESCRIPTION

Administrative Intern

POSITION REPORTS TO: Administrative Assistant

POSITION DIRECTLY SUPERVISES: No One

PURPOSE OF POSITION: The Administrative Intern assists the Administrative Assistant in the coordination of day to day office operations.

OVER-TIME STATUS: Non-Exempt

TO FULFILL THIS POSITION SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL FUNCTION SATISFACTORILY.

Essential Functions:

- Assists in providing support in recruiting, interviewing, and onboarding new team members.
- Assists in the organization, scheduling, and support of TRIBE cohorts.
- Assists in providing support for participant transportation, food, communicates with and schedules facilitators, takes attendance, and ensures one minute assessments are completed.
- Assists in communication with TRIBE coaching staff about participants missing class so coaching staff can follow up.
- Assists in handling technical issues for all zoom meetings, including workshops. Will download all zooms into the WSL database for records.
- Assists in maintaining all calendars for management staff.
- Learn to assist in grant report outcome preparation.
- Engage and work with building management on facility repairs and maintenance needs.
- Assists in the development, implementation, and evaluation of policies and programs. Contribute to the preparation of policy documents and recommendations.
- Assists in planning, organizes conferences, events, staff training, and employee engagement activities.
- Assists in handling all procurement needs for the organization.
- Assists in collaborating with the accounting dept to maintain proper records of purchases (organizing and e-filing all receipts).
- Assists in maintaining employee timekeeping records for payroll processing via excel spreadsheets and via Gusto.
- Processes all WSL business billing and timely payments (SoCal Edison, Rent, Insurance.).
- Assists in obtaining mail weekly from our Downey and the WSL office location.
- Assists the Administrative Assistant in maintaining any/or all meetings for the Executive Director whenever note taking or coordination is needed.
- Participates in training sessions and workshops to enhance skills and knowledge of job/program related functions.
- Performs other related duties as business needs require at the direction of management.

The preceding functions have been provided as examples of the type of work performed by employees assigned to this job classification. Management reserves the right to add, subtract, or change the job functions.

Administrative Assistant

(Continued)

MINIMUM QUALIFICATIONS: THE REQUIREMENTS LISTED BELOW ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILL, AND ABILITY NECESSARY TO SUCCESSFULLY PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION.

Education and Experience:

- Six months to a year of related job experience in operations preferred.
- Desire to learn the operations of non-profit organizations and case management, preferred.

Competencies:

- Possesses strong business acumen and leadership ability
- Personal effectiveness/credibility
- Ability to visualize and assess abstract ideas to develop and implement structured plans, and ability to define and lead teams to goal completion.
- Strong organizational skills
- Multi-tasking ability
- Demonstrates customer service skills
- Demonstrates conflict resolution skills
- Demonstrates negotiation skills
- Proficient with Microsoft Office Suite

Communication Skills:

- Proficient English verbal and written communication skills.
- Must demonstrate strong communication skills, both verbal and written, to assist a wide-ranging customer base.
- Demonstrates the ability to communicate effectively in a culturally diverse business environment.
- Demonstrates strong presentation and public speaking skills.

Knowledge, Skills, and Abilities:

- Ability to utilize computers, copiers, and other office equipment.
- Principles and practices of filing and record keeping.
- Methods and techniques of word processing.
- Principles of business letter writing and basic report preparation.
- Modern office procedures, methods and equipment including computers.
- English usage, spelling, grammar and punctuation.
- Ability to work in a fast paced environment and under tight deadlines.
- Demonstrates the ability to make administrative/procedural decisions and judgments.
- Ability to clearly identify issues and formulate and convey solutions.
- Ability to prioritize and organize duties and responsibilities effectively.
- Ability to think creatively, critically and analyze data and write reports.
- Ability to be reliable, dependable, and adaptable.
- Strong leadership, teamwork, and interpersonal skills; with the ability to deal with both internal and external customers and vendors.
- Ability to determine acceptability of work based on assigned criteria.
- Demonstrates competence in effective problem-solving abilities.
- Demonstrates effective time management skills with the ability to multitask and see projects from inception to completion.

Administrative Assistant

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PHYSICAL DEMANDS: THE PHYSICAL DEMANDS LISTED BELOW ARE REPRESENTATIVE OF THOSE THAT MUST BE MET BY AN INTERN TO SUCCESSFULLY PERFORM THE ESSENTIAL FUNCTIONS OF THIS POSITION.

- Demonstrates the ability to maintain long periods of mental alertness and attention to detail while setting priorities, meeting critical deadlines, and following up on assignments.
- Ability to maneuver throughout Company facilities, including negotiating stairs in some locations.
- Demonstrates the ability to diagnose, analyze, and resolve issues in real-time.
- Ability to use standard office equipment such as computers, telephones, and copiers.
- Ability to work for periods of time at a desk or workstation.
- Ability to deliver quality results under high pressure deadlines in a fast-paced environment.

EMPLOYMENT AT-WILL

Unless expressly prescribed by statute or contract, your internship with Whole Systems Learning is “at-will”. “At-will” internship means that your internship may be terminated at any time and for any reason, with or without advance notice. Interns are also free to resign at any time.

EMPLOYEE ACKNOWLEDGMENT:

I, _____, acknowledge review of this job description.
(PRINT Employee Name)

I have read and reviewed this job description, and understand the expectations and responsibilities described herein.

Signature of Intern

Date

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