



## Administrative Intern

We are searching for an Administrative Intern to join our team.

The Administrative Intern will be responsible for developing and implementing strategies for organization and clerical efficiency. The responsibilities will span multiple departments. The ideal candidate can listen well, pivot and collaborate. This role will work closely with the Office Administrator to consistently deliver on administrative objectives.

Core Responsibilities may include:

- Develop and implement strategies for organizing archives.
- Assist with event planning, preparation, tear-down and analysis.
- Develop and implement strategies for organizing files on shared drives.
- Categorize and organize supplies.
- Develop and implement hospitality strategies.
- Research and write grant proposals.
- Provide support to all departments within the organization.
- Participate in staff meetings.
- Monitor trends in the field and develop recommendations.
- Present reports on projects.
- Collaborate with fellow interns.

Candidate Skill Set

- A heart for service.
- Creative and highly motivated.
- Prior administrative experience preferred.
- Experience using Google and Microsoft products.
- A desire to expand your worldview.
- Active listening and skillful communication (clear, honest and respectful).
- Curious and innovative.
- Ability to adapt and work efficiently in a dynamic environment with deadlines.
- Agreement and personal commitment to the Christian values of the organization.

Additional Details

- In-person/onsite (office located in Dillsburg, PA)
- 10-25 hours/week (hours flexible; based on class schedule)
- Schedule: Monday-Thursday onsite, Fridays remote

To Apply: Email your resume and cover letter to [info@forgottenvoices.org](mailto:info@forgottenvoices.org).

