

## **Executive Assistant Intern**

### **Description**

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VE Global's investment in its human resources is a key factor in successfully attaining its mission and vision. The Executive Assistant Intern (EAI) will support the Executive Director (ED) and Program Director (PD) in their achievement of the highest standards in selection, recruiting, training, program management, and resource development. Additionally, the EA will provide direct support to the VE Global team on logistical, strategic and operational aspects of VE Global's initiatives.

The Executive Assistant Internship will provide the candidate with the opportunity to get a comprehensive view of an international nonprofit organization that focuses on providing social services to at-risk children and youth through its volunteer program. The EAI will gain unique insight into the operations of a dynamic organization that values empowerment, community, positivity, integrity and responsibility.

The EAI will perform a variety of tasks and activities, specifically in supporting the objectives of the ED and PD positions. Additionally, the EAI may have the opportunity to focus on a specific project of interest that will be designed in conjunction with the ED and PD. The project will be defined after the EAI has been integrated into the position, likely by the end of the first 2 weeks.

### **Reports to:**

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Executive Director (ED) and Program Director (PD)

### **Responsibilities and Specific Tasks**

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- Support the ED and PD in successfully completing their specific position objectives
- Assist the ED with Resource Development initiatives, including fundraising, donor and strategic relationship management, grant research, marketing, strategic planning, financial management, etc.
- Assist the ED with Operations and Volunteer Program initiatives, including performance development and accountability, volunteer program evaluation, personnel manual, volunteer and institutional contracts, and team training, etc.
- Perform general office and administrative tasks as assigned
- Investigate and report findings on requested research (e.g. volunteer programs, training, social services, nonprofit management, education, program evaluation, etc.)
- Manage records and generate reports on program details, analysis and operational needs
- Maintain important volunteer, institutional and organizational documents and files
- Assist with Salesforce database management and communications in English and Spanish
- Support the effective management of VE Global program resources to increase operational efficiency and consistent application of norms, policies and guidelines
- Provide support to staff in execution of volunteer program activities, such as Orientation, *Jornada*, *VEpalooza*, fundraising events, awareness campaigns, etc.
- Help to maintain office organization and cleanliness
- Assist other staff and volunteers by supporting both ongoing and specific needs that may arise
- Foster strong relationships with volunteers and others in the VE community
- Ensure that all members of the VE community receive proper recognition for their work

## ***Executive Assistant Intern***

### ***Preferred Qualifications***

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- Course work (or equivalent experience) in Social Work, Psychology, Education, Human Resources, Communications, Public Policy, Administration, or related fields
- Leadership and management experience
- Strong teamwork and interpersonal relationship skills
- Ability to work independently with little or no supervision
- Relevant outreach, communications and organizational experience preferred
- Excellent organization, communication and critical thinking skills
- Strong written and oral communication skills in English and Spanish
- Enthusiasm and passion for VE's work
- Proficiency in Microsoft Office Suite, GoogleApps, database management and other computer skills (HTML experience a plus)

### ***Terms***

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**The EAI is a part-time, unpaid internship position.** The minimum weekly commitment should not be less than 20 hours per week. The intern must be available to fulfill their scheduled work hours during the VE office hours of 10 a.m. – 6 p.m. Monday through Friday; however, interns may also be expected to work outside of these scheduled hours and should be willing to provide extra support when necessary (including on some weekends). **Interns assume responsibility for their own, individual health insurance coverage.** Interns must commit to a **minimum 3-month** internship and will accrue 2 vacation days per month (at full-time commitment; 1 vacation day per month at ≤20 hours/wk). Vacation must be approved by the PD and ED with at least 2 weeks prior notice.

### ***How to Apply***

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Internship positions are limited and competitive. Applications will be received on a rolling basis, with positions being filled as needed and when available. Please submit cover letter and resume (.doc or .pdf) through VE Global's online intern application at: <http://ve-global.org/about-us/internships/intern-application>. Applications may be shared internally with VE Global Staff for review, and interviews will be scheduled with selected applicants.