

Non-Profit Administration Assistant Internship



ESCOKIDOS

Is a community-based resource providing culturally-sensitive child abuse prevention services (CAPS) to families. We serve families in North County of San Diego, California. We work collaboratively with diverse San Diego partners to provide direct services, trainings, and promote public awareness founded in best practices. All services are available in English and Spanish.

Our mission is to provide culturally-sensitive services to families in need through education and training programs designed to reduce risk for child abuse or neglect.

ESCOKIDOS is seeking one part-time intern in Public Relations and Social Media (20 hours / week).

Summary

The Office Assistant intern for ESCOKIDOS, under the general direction of the Executive Director and Executive Administrator, is responsible for supporting and maintaining daily needs in the office. The candidate must be dedicated to providing high quality services to all departments, staff, volunteers, and ESCOKIDOS' families on-site. She / he will exhibit the highest professional standards and ethical principles and will be committed to ESCOKIDOS' Mission and Vision.

Internship will include

This is not an exhaustive task list but a list which provides the candidate with an idea of job expectations

1. Act as the Assistant to the Office Manager, Executive Administrator, and Executive Director.
2. Responsibilities comprise of administrative/clerical work:
 - a. Taking inventory of supplies, and ordering supplies when necessary;
 - b. Travel for office-related errands;
 - c. Organize internal documents for staff;
 - d. Review and organize emails and related correspondence, including courier correspondence;
 - e. Regularly update internal schedules for staff meetings and assignments;
 - f. Responsible for taking meeting minutes for biweekly staff meetings.

Essential Job Functions

- Effectively communicate with staff.
- Manage multiple tasks and projects with attention to detail.
- Strong interpersonal skills and confident working independently or as a team to complete assignments.
- Effectively prioritize tasks and maintain a productive workload.
- Ability to organize and prioritize work in a timely manner.
- Fluently communicate in English or Spanish

Management

Demonstrates using sound judgment to problem solve, and demonstrate ability to determine when to consult a supervisor or manager.

Skills & Knowledge

- Prior experience in business offices, preferably experience in non-profit management.
- Proficiency in Microsoft Office Suite
- Proficient in Google docs and related software

ESCOKIDOS is an equal opportunity employer. Women, people of color, people with disabilities and people from other underrepresented communities are encouraged to apply. ESCOKIDOS will conduct all programs, services and activities consistent with applicable federal, state and local laws, regulations and orders. This policy is governed by Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, and Title IX of the Education Amendments of 1972, Section of the 504 Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the regulations implementing these statutes, and applicable federal and California law.

- Maintain a professional appearance and demeanor.
- Valid California driver license at time of hire.
- Sensitivity to cultural diversity and ability to communicate and interact effectively with people of all ages and diverse backgrounds.
- Proven ability to work effectively as a team player.
- Highly motivated and results-oriented.
- Ability to exercise discretion and tact in all interpersonal contacts, and to maintain confidentiality at all times.
- Ability to manage multiple tasks according to required deadlines.
- Ability to be optimistic, positive and supportive in all interactions with others.

Eligibility

- Majoring in Business, Social Work or related field.
- In 3rd Year Bachelors program with a minimum GPA: 3.0
- Maintain a professional appearance and demeanor.
- Valid California driver license at time of hire.
- Sensitivity to cultural diversity and ability to communicate and interact effectively with people of all ages and diverse backgrounds.
- Proven ability to work effectively as a team player.
- Highly motivated, detail and results-oriented.
- Ability to exercise discretion and tact in all interpersonal contacts, and to maintain confidentiality at all times.
- Ability to manage multiple tasks according to required deadlines.
- Ability to be optimistic, positive and supportive in all interactions with others.
- Agree to a background check and drug testing prior to securing internship.

Application

To submit your application for consideration, please include the following:

1. Resume, Certification(s) and Continued Education
2. Cover Letter
3. Three professional references

Email application to Executive Director, Tatiana Rosenborg, M.A., Tati@escokidos.org. We will be reviewing applications until the position is filled.

Please Note: Due to the large volume of applications, we are only able to contact applicants who are selected for interviews. We strongly encourage regularly reviewing ESCOKIDOS' website for upcoming internships, employment and volunteer opportunities.