

The Hough Block Club

Job Description for Administrative Assistant Intern

Where you'll work

Become part of the backbone of a community vitalization, and a nexus of community involvement and leadership. The Hough Block Club (The BC) is charging forward in this direction to lead a grassroots, close-knit, and genuine renaissance in Hough. As part of our efforts, The BC seeks an administrative assistant intern with exemplary skills in technical, clerical, administrative, and communication support across a variety of mission areas. If making a difference in the inner-city matters to you, bringing your experience to The BC may be your next opportunity.

The intern has a precise attention to detail, operates with integrity, works cooperatively, exhibits dependability, demonstrates persistence, and has a concern for others.

Tasks

As an Administrative Assistant intern, you will dependably and punctually yield administrative support services to the leadership and Board. Your responsibilities will have you:

- maintain assigned calendars, assist with scheduling, travel arrangements, meeting coordination (including capturing meeting minutes), event planning, and monitoring email correspondence;
- monitor due dates, as well as coordinate, and assist in completing official correspondence and documents for signature, including letters, notices, instructions, and memoranda;
- provide support on assigned reports;
- assist in completing and track or follow up on assigned action items.

Skills & Qualifications

You'll bring these abilities to the position:

- Proficiency in the entire Microsoft Office Suite and Google Suite;
- Outstanding English writing, editing, spelling, and grammar skills and the ability to deliver quality written products in efficient time periods;
- Active listening, social perceptiveness, and critical reading & thinking to understand what people are really saying, consider appropriate follow-ups, and address real needs;
- Quick learning capacity and multi-tasking across multiple projects and disciplines;
- Effective time management of self and of others;
- Professional, polite interpersonal skills and communication across multiple platforms.

To apply send cover letters and resumes to: ap@thedawsonllc.com.

The BC is an equal opportunity employer. We do not discriminate or allow discrimination on the basis of race, color, religion, creed, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), age, sexual orientation, gender identity, national origin, ancestry, citizenship, genetic information, registered domestic partner status, marital status, disability, status as a crime victim, protected veteran status, political affiliation, union membership, or any other characteristic protected by law.

