



Job Description

JOB TITLE: Administrative Intern

Department/Program: Administrative

Reports to (name, title): Elisia Hersh, Office Manager

Type of position Full-time Part-time Temporary Volunteer/Intern ContractorHours per week 40 hours 30 hours 20 hours Other: 10-15 hours

Hourly Rate: Unpaid

Start Date: Rolling

Address: 2800 Euclid Ave. Suite 200, Cleveland OH 44115

Phone Number: 216-456-9630

US Together Overview

Mission: To coordinate, organize, and initiate services to immigrants and refugees through education, advocacy, support services, information, referrals, and networking opportunities in order to strengthen the community that we live in.

History: US Together, Inc. is a not-for-profit 501(c)(3) mutual assistance agency founded in 2003 as a response to the needs of refugees and immigrants in central Ohio. The Cleveland office opened their doors in 2008.

GENERAL FUNCTION

Assist office manager with general clerical duties. Assist in cultivating donor and community relationships. Assist with fundraising projects and events.

Administrative

- Receive, organize, copy and file paperwork in client files adhering to requirements set forth by Office Manager
- Organize and distribute donations
- Enter and update information in various tracking spreadsheets and databases

Outreach

- Maintain routine contact with donors
- Cultivate donor relationships
- Research potential fundraising opportunities and execution of said fundraisers (propose budget, timing, target audience, etc.)



QUALIFICATIONS

Education:

- Junior or Senior student working on their Bachelors degree in Nonprofit or Public Administration

Knowledge

- **Basic Understanding of Nonprofits**-How they are run, the importance of donor relations, fundraising, etc.
- **Customer Service** — Knowledge of principles and processes for providing customer service
- **Data Management** – Knowledge of basic filing principles and electronic databases

Skills

- **Microsoft Office** — Proficiency in Office programs especially Word, Outlook and Excel
- **Conduct** — Detail oriented and comfortable handling demanding situations
- **Communication** — Exceptional communication skills
- **Organization** — Superior organization skills and dedication to completing projects in a timely manner

INTERN DEVELOPMENT

Knowledge

- **Team Player** – Recognize opportunities to contribute unique skills to an organization
- **Relationship Management** – Experience cultivating internal and external relationships to drive support for the organization and improve their reputation in the community
- **Nonprofit Experience**—Gain experience specific to working in a nonprofit

Skills

- **Donor Relations** – Assist with donor communications and cultivation
- **Donor database**—As we roll out our new donor data base, this intern will gain valuable database experience
- **Critical Thinking** – Increase ability to evaluate situations and determine the best course of action based on available information
- **Organization** – Observe and implement multiple organization methods for a small non-profit office setting
- **Office Workflow** — Gain the ability to analyze and revise operating practices to improve efficiency
- **Communication** – Hone verbal and written communication skills to incorporate sales and business writing tactics