



## **INTERNSHIP: ADMINISTRATIVE ASSISTANT**

<b>POSITION:</b>	Administrative Assistant Intern
<b>REPORTS TO:</b>	Executive Director
<b>STATUS:</b>	Part-Time (8-20 hours/week)
<b>COMPENSATION:</b>	Intern position, no monetary compensation
<b>LOCATION:</b>	Stonewall Alliance Center of Chico

### **JOB SUMMARY:**

The Administrative Assistant intern assists Executive Director in preparing and scheduling meetings, writes reports, designs external communications, writes policy and procedure proposals, builds relationships with community partners and represents the Center at meetings and events. This internship works closely with the Executive Director and works in partnership with program staff and stakeholders.

### **ESSENTIAL FUNCTIONS:**

1. Organize and schedule meetings and appointments.
2. Maintain accurate database of contacts.
3. Assist in the preparation and dissemination of reports to Board of Directors, staff, funders and community.
4. Maintain filing system and organize office to most efficient.
5. Research and create presentations for the advancement of the Center.
6. Take accurate meeting minutes and distribute.
7. Handle multiple projects – including assist in arranging speaker and trainers for Training Series Project.
8. Assist in writing program policies and procedures.
9. Design and incorporate strategic planning with each program on the narrative and budget that produces results and solutions to identified needs.
10. Maintain confidentiality and ensure compliance with related policies.
11. Other duties as assigned.

### **QUALIFICATIONS AND EXPERIENCE:**

1. Passion for the Center's mission and work to create a region where LGBT\*Q+ people thrive and a commitment to follow all policies and procedures of the organization.
2. Excellent interpersonal, verbal, and written communication and public speaking skills.
3. Experience working in deadline-driven environments.
4. Strong enough math skills for budgeting.
5. Highly organized, wearing multiple hats in an ambiguous and fast-moving environment.
6. Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in an intersectional environment.
7. Ability to work independently and as part of a team.
8. Handle a variety of special projects and other related duties, as assigned.



**REQUIREMENTS:**

1. In the process of working on a college degree in business, communications, or other related field.
2. Ability to speak/read/write in English is required.
3. Proficient working with computers and Microsoft Office software including Outlook, Word, Excel, PowerPoint, OneDrive, database systems, and social media tools.
4. Access to reliable transportation is required.
5. Flexibility to work evenings and weekends as required.
6. The person in this position may be required sit or stand for extended periods, move objects up to 25 pounds, ascend/descend stairs, operate office equipment, open and close filing cabinets and boxes, observe visitors, and communicate messages by telephone.

**ABOUT THE ORGANIZATION:**

Stonewall Alliance is committed to cultivating a safe, open, inclusive environment for all members of the gender and sexual minority and ally community. Stonewall Alliance's goal is to unite, strengthen, and affirm the community through support, resources, education, advocacy, and celebration. Stonewall provides:

- Free, low-cost counseling for all individuals
- Cultural sensitivity training to other organizations, businesses, and schools
- Free support groups that specialize in community issues - such as parents of the LGBT\*Q+ community, trans teens, etc.
- Free Rapid HIV and Hepatitis C testing and counseling
- Events that celebrate diversity

**EQUAL OPPORTUNITY:**

The Stonewall Alliance of Chico is proud to be an equal opportunity employer:

**People of color, transgender and gender-non-conforming people, persons with disabilities, intersex people, women, and persons who are LGBT\*Q+ are highly encouraged to apply.**

The Center maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national origin, marital status, ethnicity, religion, sexual orientation, gender identity and/or expression, physical disability, medical/mental condition, perceived physical disability or veteran status, or any other basis prohibited by statute.

**TO APPLY:**

Visit [www.StonewallChico.com/Interns](http://www.StonewallChico.com/Interns) and submit form which will require a cover letter and resume. For further inquiries, call the office at (530) 893-3336 or email [center@stonewallchico.org](mailto:center@stonewallchico.org).