**Sector: Business Diverse**

**COMPANY NAME**

 **Office of the President Intern**

**Summary of Position**

The **COMPANY NAME** was founded 30 years ago and is a state-wide nonprofit that offers business consulting, training, incubation and access to capital to anyone with the passion to start or grow a business. Each year, the company guides thousands of New Mexicans to help them build strong and sustainable businesses that support their families and communities.

The intern will work under the supervision of the President and other team members to perform various administrative and support tasks.

The internship is ideal for students seeking experience in the management and operations of a non-profit organization.

**Essential Functions**

Support the President and other team members to:

* 1. Engage in telephone communications with staff, donors, community partners and the general public
	2. Fax, copy, scan, and file documents
	3. Assist with scheduling, administrative details and other activities associated with company events and meetings
	4. Conduct online research

Gain exposure to:

* 1. Written and verbal communications in a professional office setting
	2. Organization and implementation of special events and meetings
	3. Donor relations

**Hard skills**

* MS Office: Word and Excel
* Good writing skills
* Ability to organize data and information

**Soft skills**

* Ability to work independently
* Interpersonal/ communication skills
* Positive attitude
* Willingness to learn

**Working and Physical Conditions/Additional Requirement**

This work occurs in a typical office setting.

**Location:**