**Summary of Position**

The **Senior Affairs Department** mission is to serve as a community leader, in partnership with others, to involve seniors and people of all ages in creating a community that enhances everyone’s quality of life by providing opportunities to achieve their potential, share their wisdom, maintain their independence, and live in dignity.

The position will support the Administration of the Department of Senior Affairs, in the areas of Fiscal, Recreation and Marketing. This internship is ideal for an intern interested in record-keeping, event planning and organization, and senior health and well-being.

**Essential Functions**

* Organize and catalogue fiscal projects, review files, entering data
* Support administrative functions, filing, inventory, research and marketing
* Coordinate and assist senior center activities and programs

**Hard skills**

* Note Taking skills, typing
* MS Office
* Conduct research
* Project management

**Soft skills**

* Organizational skills & attention to detail
* Interpersonal Skills & Teamwork
* Open to feedback
* Shows initiative

**Working and Physical Conditions**

Work occurs in an office setting with frequent standing, walking, kneeling, and light lifting (up to 10 lbs.). Interns should wear business casual attire.

Intern Hours to occur during Monday-Friday 8-5:30

**Location:**