



2023 Administrative Assistant Intern

Job Description

Description of Position:

The Administrative Assistant Intern is a non-exempt position, that requires an average of 37.5 hours of work each week in office. The Intern reports to the Director of Communications and Scholarships, but also works closely with other staff members. Pays \$13 - \$15 per hour based on experience. ***Applicant must be entering into college or be a college student.*** This is an "in office" position.

The position will be an active team member from May to August and could possibly continue through the student's college breaks.

Skills:

The ideal candidate should have excellent communication skills, pay attention to detail, be a team player.

Duties and Responsibilities:

- *Answer phone calls, take messages, greet guests/visitors.*
- Assist staff to create a digital annual report for use on the foundation's website, social media as well as print copies.
- Assist staff to develop and when applicable execute monthly campaigns for donors, fund representatives, etc. (create our own D. Brown plan) in an easy-to-use format.
- Assist staff to review current marketing materials and create new materials relating to services offered to donors, in print and website.
- Assist staff to develop and plan National Philanthropy Day fund raising campaigns and year end giving opportunities for the next 2-3 years.
- Review the foundation's social media presence and any suggestions for increased engagement of posts. Develop a standard post/video for grants awarded, news announcements, new funds, etc. Create and schedule content for scholarship opportunities from the 55+ scholarships the foundation offers for social media for non-traditional students, college students, and high school seniors.
- Create social media messages on youth philanthropy for Facebook.
- Update the fund listing video (front entrance TV).
- Develop a swag list for marketing give aways.
- Research and write donor stories on the foundation's website.
- Identify and take photos around Noble County as sites/locations relate to fund held at the CFNC for use on website, donor stories, social media post.
- Assist with arranging new board member (and possibly staff members) photos for website and annual report.
- Create a "getting to know" our board members post on social media. Board member biography.
- Assist with planning recognition/gifts for Noble Legacy Society members through out the year and next 2 years.

OTHER

- Participate and enhance customer service relations with donors, fund representatives, scholarship recipients.
- Routinely work in collaboration with other team members.
- Occasionally run business errands.
- Attend meetings when requested.
- Maintain cleanliness of office and common spaces throughout CFNC.
- Become familiar with CFNC employee handbook.
- Perform other duties and responsibilities assigned as necessary or requested by the Executive Director.

Updated 3/29/2023

