Job purpose
We are seeking an energetic, responsible intern with a specific interest in non-profits to join our growing charitable organization for an administrative assistant position to assist with the day to day duties related to our three signature charities. The candidate will learn the ins-and-outs of our daily routines and procedures, including but not limited to, donor relations, events planning, marketing and communications, and office administration. The candidate should also be oriented towards grant writing. We are a small organization, but we have a large operational footprint right now through our three signature charities. This would be a great opportunity for the candidate to be directly connected to our program activity.

Duties and Responsibilities
• The candidate will be supporting a wide range of program activities and constituents. They will also be interfacing with numbers councils and committees.
• Carry out administrative duties such as typing, copying, filing, etc.
• Produce and distribute correspondence in the form of letters and emails
• Compose minutes during face-to-face and teleconference meetings
• Organize and schedule meetings and appointments
• Complete expense reports for accounting
• Create and manage constituent lists
• Database entry

Qualifications
• Graduate student or upper level undergrad student (junior/senior) enrolled in an accredited university/college program, preferably a non-profit program oriented towards grant writing.
• Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Excel)
• Time management skills and ability to multi-task and prioritize
• Be able to work independently with minimal supervision
• Energetic and eager to tackle new projects
• Written and verbal communication skills
• Attention to detail and accuracy

Working conditions
This position will require working standard business hours, sitting for extended periods of time, standing, and some minor lifting.

ISSA is an equal employment opportunity company.