

Programs and Admin Internship

This internship works closely with the CMLC staff and core volunteers. The intern is assigned a staff member who will supervise the intern. This includes project assignment and weekly meetings. The ideal candidate for this internship has interest in working with people from multiple backgrounds and cross-cultural issues in a multicultural environment, has good organizational skills, communicates clearly, and is willing to multitask. In this position the intern will get hands-on experience with how a nonprofit organization works.

Hours: 12 per week (60% in person - 40% remote)

Duration: Spring Term

Responsibilities:

Administration (40%)

- Check info email account and forward emails to appropriate staff member
- Cover one Front Desk shifts per week
- Inventory of Cultural items at the CMLC

Programming (10%)

- Plan CMLC community event

Special Project (50%)

- Identify a special project to contribute to the CMLC that is related to interns major
- Confirm project with supervisor
- Prepare a presentation for Executive Director at the end of the internship

Required skills and experience:

- Previous experience working with teams
- Excellent written and verbal communication skills
- Organizational and planning skills
- Able to multitask and prioritize work
- Computer skills including Microsoft Office, Google Suite and various email platforms
- Able to work collaboratively with staff and volunteers

APPLICATION