Report to: Christina Garris
Hours: Monday through Thursday, 10am-2pm
Intern dates: July 1 – August 2 (must be present for the full timeframe)
Job Status: $12.00, hourly
Location: Fairfax office

Duties and Responsibilities
The Administrative Assistant Intern (AAI) is directly responsible for assisting the various program managers at Britepaths. AAI’s main duties will consist of data entry, answering phones and miscellaneous administrative projects. Communicate with Spanish speaking clients.

Position Requirements
Spanish Speaker required. Must have a desire to learn how to work in a goal and team-oriented environment and an ability to work under pressure and meet deadlines. Must be self-motivated, take initiative, have good organizational and planning skills, and work easily with others. Must have hands-on ability to work with computer programs to include a proficiency in MS Word, Excel, and Outlook. Attention to detail and interpersonal skills are essential. Must be able to communicate by phone in a professional manner.

Responsibilities

1. Answers phone calls and direct calls to appropriate person or takes a message and sends via email.
2. Monitors daily the general Britepaths email and responds or forwards email to correct staff.
3. Monitors daily the general voicemail messages and responds or forwards messages via email to correct staff.
4. Performs miscellaneous administrative projects as assigned by program managers. Using analytical skills must prioritize assignments and work with managers to ensure delivery within a reasonable timeframe.
5. Responsible for food program survey calls and scheduling time for food support pick-ups.
6. Assist with packing grocery food bags for clients.
7. Manages volunteers schedule and tasks.