



Organization: Fellowship Square

Position Title: Intern, Office Management

Status: Part-Time

Hours Details: Flexible Hours, between 12-20 hours/ week (Fall, Winter, Spring).
minimum of 20 hours/ week (summer)

Pay Details: Unpaid position; college credit and limited stipend may be available

Location: Reston, VA

Supervisor: Office Manager

Fellowship Square (FS) is a 501(c)3 nonprofit organization whose mission is to provide affordable housing and services for older adults. FS is seeking a self-motivated individual. FS is a fast-paced, mission-driven organization with an exciting internship opportunity for someone looking to gain experience in nonprofit management that focuses on senior/aging-related services, communications, and board relations.

As an intern, you will be able to meet a diverse group of people and learn more about senior housing, nonprofit management, and other important skills. As an intern, you may attend off-site meetings and participate in activities at each of our properties. Interns will participate in staff meetings, committee meetings with Board members and other meetings relevant to your role. Your success is important to us, and you will have many people willing to help you learn all you need to know to have the best internship experience.

Job Tasks/Responsibilities (include but not limited to):

- Provide support for board meetings such as compiling materials, ordering food and A/V room-set-up (for in-person/ hybrid meetings).
- Provide support for committee meetings, such as creating meeting links, updating the SharePoint calendar, and sending deadline reminders.
- Assist in planning events, including making reservations, ordering supplies, and reviewing logistics.
- Manage meeting folders and confirm that all documents, such as minutes, agendas and reports have been submitted.
- Research and analyze new vendors and services for office functions.
- Provide logistical office support for staff, committee and board members as needed.
- Assist in maintaining files, records, and archived documentation for the organization.
- Assist in managing IT requests and audio-visual issues.

Qualifications:

- Display a can-do attitude and provide excellent customer service
- Adept computer skills, including Microsoft Applications (i.e. – Word, Excel, PowerPoint)
- Knowledge of telephone etiquette
- Familiarity with Adobe Photoshop is a plus
- Communicate clearly and effectively through writing and speaking

Expectations:

While the dates and times you work can be flexible, we do ask that once you determine your schedule that it remains consistent throughout the internship. Time off for holidays and vacations will be granted; and other adjustments can be made as needed. Personal transportation is important for this internship. We reimburse for all approved travel expenses (mileage, tolls). Must be able to lift 50 pounds.

To Apply:

Send cover letter and resume to info@fellowshipsquare.org.