



Job Description

Facilities/Administrative Support Intern

Time Requirement: Up to 20 hours per week during the academic year and 30 to 35 hours per week during the summer

Organization Overview: The Wabash Valley Community Foundation's mission is to: "Engage People, Build Resources and Strengthen Community." The communities we serve are Clay, Sullivan and Vigo counties in west central Indiana. Our offices are located in Terre Haute, Indiana.

Incorporated in 1991, the Community Foundation is designed for one primary purpose: to receive charitable contributions and invest and manage them as a permanent endowment according to the charitable intentions of our donors. Typically, the charitable gifts come from individuals, families, organizations, corporations, and other foundations. The income earned on the endowed fund is distributed each year for the purpose defined by the fund creator. It is through these earnings that the Community Foundation provides more than a million dollars annually in grant and scholarship funds benefiting the residents of its three county service area.

Internship Program Overview: The Wabash Valley Community Foundation Inc. offers up to three different internship opportunities. These internships are designed to provide the intern meaningful projects and opportunities to help the intern develop work related skills and assist the Community Foundation on various projects directly related to its mission. The hours are flexible, but would be up to 20 hours per week during the academic year and 30 to 35 hours per week during the summer.

Facilities/Administrative Support Intern Responsibilities

- Oversee the scheduling of conference rooms and office space, including publicizing the availability of meeting and/or office space to local nonprofit organizations, maintaining a calendar of use, executing agreements with nonprofit organizations, working with nonprofit organizations re set-up and clean-up of facility
- Perform administrative and office support activities for Community Foundation staff members, including answering phones, receiving and directing visitors, filing and faxing.

- Maintain data for annual report
- Assist with gift processing
- Assist with the creation and dissemination of quarterly fund statements to donors.
- Assist with preparing for and attending Community Foundation events

Desired Qualifications/Skills

- Proficient using Microsoft Word, Excel, PowerPoint, mail merges, email and Web searches. Knowledge of databases is beneficial.
- Excellent grammar skills
- Individual must be a strong communicator, have excellent written and oral communication skills.
- Ability to work as a team member
- Ability to maintain confidentiality

Other Requirements

- Must be able to move light furniture
- Must be able to lift up to 15 lbs
- A valid driver's license is beneficial but not required.

Reports to the Office Manager, but works with all staff and Board members and committee volunteers.

Hiring Process: Resumes will be accepted until the position has been filled for the summer and/or the current academic year. Upon reviewing the resumes, interviews will be conducted with promising candidates. Candidates chose for interviews will have the opportunity to meet the Community Foundation staff and further explore each of the following opportunities. While the Foundation does our best to place students in the internships of their choice, job descriptions and placement are subject to change, or to be combined, based upon our ability to place interns in the areas of greatest need.

To Apply: Please submit resume, employment application, found at www.wvcf.com, and cover letter via email to beth@wvcf.com. Selected candidates will be contacted to schedule interviews.

Contact:

Beth Tevlin, Executive Director
812-232-2234 or 877-232-2230
beth@wvcf.com