

Title: Administrative Intern [Unpaid]	Term: 100 – 300 hours
Reports to: Program Director	Date: SP, SM or FL
Summary Description: Intern will work in <i>all</i> aspects of the SAY Sí administrative office. Intern will serve as an administrative assistant and gallery/gift store attendant; perform administrative and office support activities for multiple supervisors. Arts administrative interns will acquire a broad knowledge of communications strategy and organizational operations and will participate in special projects with program staff.	

Administrative Intern Job Duties:

- Answer, screen and transfer inbound phone calls; providing information by answering questions and requests.
- Receive and direct visitors and clients: handles requests for information and data.
- General clerical duties including photocopying, faxing, mailing, filling and organizing.
- Prepare and modify documents including correspondence, reports, drafts, studio flyers and emails.
- Resolve administrative problems by preparing reports, analyzing data and identifying solutions through research.
- Maintain electronic and hard copy filing system: retrieving documents from filing systems. Including grant files and student database [electronic and hard copy].
- Provide support for student sales including inventory, payments and point-of-sale transactions.
- Provide assistance with event management, preparation and execution.
- Contribute to team effort by accomplishing related goals as needed.
- Writing and assisting with website and social media development.

Qualifications: Must have good organization, management and communication skills, with a demonstrative ability to organize for and support multiple projects. Must be proficient in Microsoft Office. Undergraduate and graduate students encouraged to apply.

Schedule: Flexible minimum-part-time to part-time schedule. School/courses and job schedule will be considered. Our administrative offices are generally open from 10 a.m. to 7 p.m., Monday through Thursday and 9 a.m. to 5 p.m. Friday and Saturday. Schedule subject to change, may include weekend and evening hours. Hours to be determined based on applicant’s schedule and program calendar. Spring term is generally January – May; Summer term June – August; Fall term September – December. Start and end dates to be determined.

Requirements:

- Must have reliable transportation to and from SAY Sí as may be asked to distribute promotional materials or other errands.
- Must submit 1 letter of recommendation from an instructor or supervisor (cannot be relative).

To Apply: All potential candidates will need to submit PDFs of their resume, cover letter and letter of recommendation from instructor or supervisor to **nicole@saysi.org**

Email Subject line - Admin Intern Applicant

Letters - ATTN: Nicole Amri, Community | Program Director

Submissions will be accepted until position is filled. **No phone calls please.**