Springfield Community Federation (SCF)

Program Administrative Assistant Intern Job Description

Location: Springfield Community Federation main office 52 Brandon Dr, Springfield IL 62703

Website: www.springfieldfederation.org

Reports to: The SCF Executive Director

Contact: Julius Simmons Jr. Ph: 217-679-0629 Email: jsimmons@springfieldfederation.org

Qualifications: Intern must be a currently registered student and be available to work a minimum of 10 hours per week during the semester. Intern should be pursuing a degree in business or closely related field. Knowledge of MS office (Excel, Word, and PowerPoint) is essential. Strong communication and writing skills are also important.

Key responsibilities: SCF is looking for an intern to assist in coordinating community based programs. The Intern may represent SCF to various outside entities such as other nonprofits or businesses. The interns work under general supervision.

- Assist in assembling statistical data
- Assist in preparing administrative reports
- Exercise general supervision over volunteers
- Design surveys and forms
- Perform other related duties as assigned

Support: training for this position will be provided. In addition, the Executive Director and program assistants will be available for questions and assistance.

Pay Rate: This is an unpaid internship opportunity.

Dress Code: Business Casual

Available: Fall, Spring, Summer

Updated: July 2012