

ADMINISTRATIVE INTERN – JOB DESCRIPTION

Back 2 School Illinois' mission is to create and support educational opportunities that enrich the lives of Illinois children. We do this through three initiatives: free school supplies, college scholarships and a fitness and nutrition youth boot camp. Our free school supplies program is the largest program of its kind in the state, with a distribution of 29,714 kits in 2016.

The Administrative Intern will play an active role in the management of data across various platforms, including donors, sponsors, and orders. Additionally, the Intern will also be responsible for basic clerical work, including donor and sponsor correspondence, as well as order invoicing and tracking.

The Intern will also assist in sorting and filing of correspondences and testimonials from partner organizations and the children in their programs.

RESPONSIBILITIES

The successful candidate will work closely with our Office Manager on the following items:

Contribute to organization goals and identify improvement growth opportunities while participating in activities in functional areas such as Operations, Finance, Accounting, and Administration.

Donor Database Management:

- Data Entry – Add/update donor database to keep donor, volunteer, & sponsor information current.
- Donor Management – Research and track community involvement and contributions made by current donors, as well as researching and cultivating possible new donors interested in our mission.

Financial Management:

- Donation tracking – Ensure donations across all platforms are recorded properly and donor(s) thanked in a timely manner.
- Vendor Invoicing – Ensure that incoming invoices are approved, processed and paid in a timely manner.

Order Tracking

- Assist in the creation/installation of order tracking system.
- Ensure all incoming orders are recorded and invoiced properly, then tracked through completion.

Perform other job-related duties as assigned or apparent. The responsibilities listed are intended to describe the general nature and level of work being performed by the Intern, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required.

REQUIREMENTS

- Successful candidate must have a passion for education and working at a nonprofit.
- Some experience with Customer Relationship Management (CRM) tools is helpful.
- Creative self-starter who is comfortable with both taking the initiative and working in collaboration.
- Detailed oriented and organized, with strong written and mathematical skills.
- Experience with Microsoft applications, particularly Word and Excel.
- Available to work 10 hours per week.

REWARDS

Back 2 School Illinois' internship program is designed to provide an opportunity to learn about our organization and various aspects of nonprofit operations and management. Intern will gain valuable business experience by holding a functional position and by executing projects that improves the administrative accounting and reporting of the organization. The intern will be supported throughout the internship by all staff, not just the direct supervisor. An experience review will take place at the end of the internship, during which the intern will present the outcome of his/her projects to leadership.

ELIGIBILITY

This is a part-time internship and we require that you bring your own computer and cellphone to complete internship project and tasks. While the internship is unpaid, we can provide reimbursement to cover any work-related expenses.

Candidates should maintain a positive attitude under pressure, exhibiting a strong work ethic, and enjoy working with a small staff. Most importantly, the candidate should be flexible and willing to take on multiple tasks in a start-up environment. This internship will benefit someone who is interested in business management, developing donor relationships, and

TO APPLY

Please send your resume, cover letter and two references to JMcDonald@B2SI.org, and indicate Administrative Intern in the subject line. More information on B2SI can be found at www.B2SI.org.