



## **Girls For A Change Administrative Assistant Intern**

Girls For A Change is looking for a reliable and motivated individual to handle financial and office management responsibilities. The Office Administrator Intern will manage reception responsibilities and reimbursement processing. In addition, they will be responsible for managing and reconciling petty cash and office supply inventory. This is an excellent opportunity to gain experience working with a professional staff in an enthusiastic, community-based Non-profit Organization.

### **Qualifications**

- Proficient command of English grammar and spelling
- Must be proficient in MS Office and Google Programs
- Past Office Administration is a plus but not required
- Pride in appearance
- Interest in the mission of Girls For A Change and some knowledge of the social change is a plus

### **Skills**

- Strong attention to detail and organizational skills required
- Strong writing, communication and interpersonal skills
- Ability to work with various departments to finish necessary projects