



CHILD AND FAMILY RESOURCE COUNCIL

Internship Program – Open Position: Administrative Support

The Child and Family Resource Council is a nonprofit organization located downtown Grand Rapids, Michigan in the Riverview Center. For more than twenty-five years, the Council has worked to support families and *to shape a community that protects children from child abuse and neglect.*

Internship Opportunity

The Council is fortunate to have dedicated interns and volunteers who donate their skills and time. An unpaid internship opportunity currently exists for a student wishing to gain practical experience in the area of not-for-profit Administrative Support. This internship provides experience in general clerical, receptionist and program based work. Project a professional company image through in-person and phone interaction.

Learning Objectives

- Achieve proficiency with office products.
- Develop time management skills to meet task deadlines.
- Attain ability to work independently, take direction, and work well with others.
- Gain knowledge of the general principles of prevention and non-profit administration. General administrative and clerical support

Responsibilities

- Answer telephones and transfer to appropriate staff member.
- Meet and greet clients and visitors.
- Create and modify documents using Microsoft Office.
- Input data in various program databases and spreadsheets.
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing.
- Support staff in assigned project based work.
- Other duties as assigned.

Requirements

- Current student in relevant field of study
- Basic reading and math skills required. This is normally acquired through a high school diploma or higher.
- Knowledge of Microsoft Office and telephone protocol.
- Professional verbal and written communication skills.
- Strong attention to detail.
- The ability to type 40 wpm.

Please submit a cover letter, resume and three references in one of the following ways:

Mail to:
Administrative Support Internship Position
ATTN: Internship Coordinator
Child and Family Resource Council
678 Front Avenue NW, Suite 210
Grand Rapids, MI 49504

Email to:
Internship@childresource.cc

Fax to:
616-454-2059
RE: Administrative Support Internship Position

If you have any questions, please contact Leslie Austin at (616)855-5452.