



## Job Description

### **Administrative Support Intern**

**Time Requirement:** Part time during both semesters of academic year and/or full time during the summer

**Organization Overview:** The Wabash Valley Community Foundation's mission is to: "Engage People, Build Resources and Strengthen Community." The communities we serve are Clay, Sullivan and Vigo counties in west central Indiana. Our offices are located in Terre Haute, Indiana.

Incorporated in 1991, the Community Foundation is designed for one primary purpose: to receive charitable contributions and invest and manage them as a permanent endowment according to the charitable intentions of our donors. Typically, the charitable gifts come from individuals, families, organizations, corporations, and other foundations. The income earned on the endowed fund is distributed each year for the purpose defined by the fund creator. It is through these earnings that the Community Foundation provides more than a million dollars annually in grant and scholarship funds benefiting the residents of its three county service area.

**Internship Program Overview:** The Wabash Valley Community Foundation Inc. offers up to three different internship opportunities. These internships are designed to provide the intern meaningful projects and opportunities to help the intern develop work related skills and assist the Community Foundation on various projects directly related to its mission. The hours are flexible, but would be up to 20 hours per week during the academic year and 40 hours per week during the summer.

### **Intern Responsibilities**

- Perform administrative and office support activities for the Community Foundation staff members and especially the Executive Director
- To field telephone calls, receiving and directing visitors, filing and faxing
- To schedule committee meetings and prepare materials and participate in the meeting as either an observer or as the minute taker.
- Assist with the creation and dissemination of quarterly fund statements to donors.

**Desired Qualifications**

- Proficient using Microsoft Word, Excel, PowerPoint, mail merges, email and Web searches.
- Excellent grammar skills
- Individual must be a strong communicator, have excellent written and oral communication skills.
- Ability to work as a team member.

**Reports to the Executive Director.** Works with all staff and Board and committee volunteers

**Hiring Process:** Resumes will be accepted until one position has been filled for the summer of 2011 and three positions have been filled for the fall and/or spring semester of the 2011/2012 academic year. Upon reviewing the resumes, interviews will be conducted with promising candidates. Candidates chose for interviews will have the opportunity to meet the Community Foundation staff and further explore each of the following opportunities. While the Foundation does our best to place students in the internships of their choice, job descriptions and placement are subject to change =, or to be combined, based upon our ability to place interns in the areas of greatest need.

**To Apply:** Please submit resume, employment application, found at [www.wvcf.com](http://www.wvcf.com), and cover letter via email to [beth@wvcf.com](mailto:beth@wvcf.com). Selected candidates will be contacted to schedule interviews.

**Contact:**

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