



Administrative Internship

Organization Summary: *Free Arts Minnesota is a nonprofit organization dedicated to bringing the healing powers of artistic expression into the lives of abused, neglected and at-risk children and their families. Over 250 trained volunteers bring arts and mentorship to children living in residential treatment centers, domestic abuse shelters, therapeutic preschools and special school settings throughout Minnesota.*

Job Description: Administrative Intern will work in a fast-paced and forward-thinking environment, with true hands-on opportunities. They may handle data management, develop procedural documentation, and answer incoming phone lines. This position involves administrative assistance, assembly and distribution of marketing materials, and Internet research. The Administrative Intern position is available for 10 - 15 hours a week, for a 3 - 6 month period, beginning immediately. Some evening and weekend work will be required. The ideal candidate would be out-going, self-motivated, a critical thinker. This position requires someone able to work with diverse groups of people including volunteers, in addition to being able to handle sensitive and confidential information. Candidates must be proficient in Microsoft Word, Excel and internet capabilities. In addition, candidates should also have interpersonal, written, phone, and database entry skills. Ideal candidates will be currently pursuing a BA and interested in non-profit administration or related field and be at their junior or senior level of study. This is a volunteer position. College credit may be available depending on the requirements of your college or university.

Responsibilities:

- Working directly with organization staff to improve processes and procedures
- Answer 5 incoming phone lines
- Database entry (enter and update donor information)
- Manage file system
- Assist in coordinating special events
- Create How-To's for job duties
- Other duties as assigned

Interested applicants should send a cover letter and resume via email or mail to

Free Arts Minnesota

Attn: Andrea Satter

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No phone calls please