



OFFICE INTERN DESCRIPTION

JOB DESCRIPTION: Under the supervision of the Office Manager, this approximately 20 hour a week, hands-on position will be responsible for assisting across multiple program areas including event coordination, development, communications, and administration.

Responsibilities may include, but are not limited to:

- General administrative support: file, organize, mail outgoing orders, maintain inventory, order and stock general office/art supplies
- Handling donor and customer interactions, follow up, and thanking process
- Providing customer support for local and international orders and grant recipients
- Supporting event coordination for development events hosted by community partners
- Assisting in volunteer management and coordination
- Writing blogs, website content, and helping coordinate the monthly e-newsletter: including generating content, designing layout, managing subscribers

Qualifications:

- Passion for helping kids find healing through creativity
- Previous experience in event planning, administration, and communications preferred with a track record of excellent organizational, written, and verbal communication skills
- Familiarity working with non-profit environments, and willingness to be used where most needed.
- Our ideal candidate is: Highly organized, detail-oriented, follows deadlines, juggles multiple tasks, takes initiative, and can manage own workload.
- Excellent organizational, written, and verbal communication skills
- Proficiency using Mac systems and Microsoft Office
- Experience in the following programs: Salesforce database and data reporting—or other donor and customer database—experience a strong plus, Wordpress, Adobe Creative Suite, and HTML ideal but not required

Compensation:

Internships are unpaid but are available for credit from the individual's college or university. Additionally, Art with Heart internships offer a great deal of hands-on experience. Interns will gain and/or improve upon their:

- Experience supporting a wide range of events and office needs within the organization
- Familiarity with Art with Heart's books and associated curriculum
- Understanding of a nonprofit organization, ability to work in a fast-paced, mission-driven organization in a professional office environment
- Research, writing, editing, networking and general communication skills
- General computer, database and organizational skills
- Knowledge of the healing power of art therapy backed up by scientific research