

Office Assistant Intern (Unpaid)

The National Center for APEC is seeking a qualified candidate for an Office Assistant Intern for a 3-month spring internship with the possibility of being considered for the summer internship.

The internship at the National Center for APEC provides opportunities for researching APEC and related trade issues, investigating the implications of economic integration around the Pacific Rim, and keeping current with the interests and concerns of local and national business groups.

Interns play a vital role in the organization and execution of conferences and meetings hosted by the National Center for APEC. Interns also have the chance to attend events in Seattle concerned with international trade policy. Additionally, interns are exposed to the process of U.S. - APEC policy formation.

While interns are expected to perform daily administrative tasks, there are opportunities to work on long term projects, depending on the changing needs of the National Center. Interns at the National Center have the opportunity to develop their written and oral communication skills and their knowledge of general office procedures.

Job Description Summary:

The Office Assistant Intern is under the direction of the Program Assistant. The Office Assistant Intern will provide administrative and office support for a team of nine staff. Administrative support includes creating and maintaining databases, researching and compiling data, proofreading and editing publications, event planning projects, website updates, and other projects as assigned.

Specific Duties and Responsibilities:

The duties of this role are inclusive of, but not limited to the following:

- Create and maintain databases, including receiving registrations and managing databases for events and groups;
- Research and compile data: News stories, contact information, and other related records;
- Creating and editing publications, agendas, and event invitations;
- Process incoming and outgoing correspondence;
- Answer calls and directing inquiries to the appropriate staff member;
- Making copies and collating documents;
- As directed, other office support functions including website updates, compiling and formatting ABAC briefing materials, prepare shipments and mailings;
- Work on special projects as assigned.

Requirements:

This position requires multi-tasking skills and the ability to work independently and under pressure. Excellent interpersonal and communications skills are required. Attention to detail is vital. Demonstrated agility to shift direction in response to changing work situations is critical. Proficiency with Microsoft Office Outlook, Word, and Excel is required. The ideal candidate will have a minimum of one year administrative and office experience supporting management in a fast-paced office environment. High school diploma and some college required.

Compensation and Schedule:

Internships are unpaid. A minimum time commitment of 3 months is required, and working hours are negotiable.

To Apply: Please submit a cover letter, resume and three references with phone numbers by 20 March 2012 to Marilou Christiansen, mchristiansen@ncapec.org. NOTE: Only materials delivered by e-mail will be accepted. No telephone calls or personal office visits, please.