Women’s Center for Entrepreneurship

Title: Executive Administrative Assistant Intern

Location: Chatham, NJ

Job Type: Co-op/Internship

Compensation Type: Unpaid

Start Date: 1/16/2017 Application Deadline: 1/13/2017

Job Description: Learn to manage the day-to-day operations of the office for a non-profit 501c3 organization. Work directly with the Executive Director, Program Director and Grant Manager as well as support the administrative requirements for the organizations board and committee meetings, programs and events.

Primary Responsibilities:

- Provide personalized secretarial and administrative support in a well-organized and timely manner.
- Work on a one-to-one basis on a variety of tasks related to the business requirements and communication requirements of the organization.
- Act as a point of contact between the office and board management and internal/external clients.
- Maintain a calendar of important meetings, classes, programs and events. Work directly with the organizers and provide follow-up communication through email and social media under the direction of the related organizer.
- Produce reports, presentations and briefs as requested. Ensure that all communication is completed using the organizations approved branded stationery and other templates to maintain continuity in visual and verbal presentation of the brand.
- Maintain adding, editing and updating the organizations various mailing lists for members, clients and prospects.
- Develop and maintain an efficient documentation and filing system that makes finding files (electronic and physical) simple and intuitive.
- Handle requests and queries appropriately.
- Manage projects and conducting research.
- Prepare and editing correspondence, reports and presentations.
- Make travel arrangements when necessary.
- Monitor office supplies and research advantageous deals or suppliers.
- Plan and schedule meetings and appointments.
Qualifications:

- High School Degree and professional enrollment in an executive administrative assistant curriculum and a desire to learn hands on about working in an office environment assisting multiple persons and managing multiple priorities and tasks.
- High level verbal and written communication skills.
- Full comprehension of office management systems and procedures.
- Excellent knowledge of Microsoft Office. Up-to-date knowledge and use of office gadgets and applications.
- Proficiency in English.
- Excellent time management and task management skills. Ability to multi-task and prioritize daily workload.
- Discretion and confidentiality

Application Instructions: Please send short cover letter and resume to Nichole Russell at info@wcecnj.org with subject line: Application – Administrative Assistant Internship.

About the Organization: The WCEC is a non-profit organization that works to increase the percentage of women owned businesses that reach and exceed $1MM. We are an educational organization that provides women access to high-level business advisors, money and resources that promote success.

MISSION:

Promote entrepreneurship to women in New Jersey. Our mission is to provide the tools for women to successfully own, operate and grow their business or grow within the corporate environment. By being the resource for businesses of all sizes, we empower women to invest financially, intellectually and emotionally in their community.

Disclaimer Information: Work/responsibilities will be tailored to student’s schedule. We encourage an open learning and working environment. We encourage new ideas and open communication.