



Administrative/Operations Internship

Job Overview:

Perform administrative and office support activities for multiple supervisors. The purpose of this position is to assist the Executive Director in making the office run efficiently. The overall goal is to contribute to the team effort by accomplishing related tasks as needed.

Duties/Responsibilities:

- Answer and direct telephone calls
- Respond to emails when needed
- Receiving and directing visitors during day-to-day operations, while ED is out of office & on First Fridays
- Process donations and acknowledgements
- Data entry
- Copying and scanning documents
- Filing
- Aid with Project Management
- Assist with overflow work from the Executive Director

Skills/Knowledge:

Required skills for this position include:

- Working knowledge of Microsoft Office (Word, Excel, and Outlook)
- Verbal communication
- Administrative writing abilities
- Organization
- Excellent proofreading skills

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