



Office Administration Job Description

United Way of Eastern Maine is seeking an independent self-starter who will serve as an **Office Administration Intern** for our fast-paced environment. The right candidate will be able to balance and coordinate workloads for multiple projects and departments while meeting deadlines, all while gaining valuable knowledge of our organization and skills that will translate to real-world employment experience.

Job Title: Office Administration Intern

General Summary:

The Office Administration Intern* supports general office functions and will provide administrative and office support for a team of 10 staff. This individual will present a professional and positive first impression of United Way of Eastern Maine to those calling or visiting our offices. Responsibilities include administrative tasks and/or special projects, to include outreach, that support all of UWEM's functions, our various programs, executive staff, and department managers.

Timeframe: 16-20 hours/week; ongoing

Key Responsibilities:

- Provide lead and/or back up receptionist support to include greeting visitors in person or by telephone and to connect those with the appropriate staff person or services that will best serve their needs in a friendly, professional manner.
- Provide office support functions including scanning, filing, copying, data entry, and office equipment maintenance.
- Assisting in executing mailings, to include review of lists for duplicates, mail merging, printing, and preparing for mailing.
- Assisting Resource Development with data entry related to pledge packet processing and creating or updating accounts while maintaining strict standards for donor data integrity.
- Provide support for Resource Development efforts; prospect research, event coordination, etc.
- Assisting Community Impact with the VolunteerME online platform and volunteerism efforts, food and supply drives, and other projects as assigned.
- Maintaining UWEM's web calendar of events and support Marketing in social media.
- Supporting general office needs such as organization and monitoring of office supplies, light cleaning duty as needed.



Desired Knowledge/Skills/Abilities:

- Knowledge of Microsoft Office Suite (Word/Excel/Outlook)
- Proper telephone etiquette
- Excellent written and verbal communication skills
- Detail oriented
- Strong organizational skills
- Independent problem solving skills
- Internet and research skills
- Positive, friendly attitude
- Comfort and/or willingness to familiarize oneself with office equipment such as copiers, postage meters, and a complex phone system
- Physical requirements include the dexterity to reach, stand, climb, squat, use keyboards, lift light loads and, occasionally, as much as 50 lbs., and the ability to do sedentary work.

Benefits:

- Supervision and evaluation to support course credit as needed.
- Broad based experience in a fast paced Health and Human Service organization.
- Develop relationships and connections to benefit future employment.
- Reference upon successful completion of service.
- Mileage reimbursement available for work related travel.
- \$500 stipend will be awarded at the end of each semester for outstanding work.

**The preceding description reflects general details as necessary to describe the principal functions of this internship, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of requirements.*