

Atlanta Dream Center Intern Job Description

Summary and Purpose:

The Program Intern at Atlanta Dream Center is an entry-level staff member who will work directly under the supervision of the Program Director and upper level leadership. They will assist these individuals with administrative duties, including performing tasks for outreaches, events, presentations, and other clerical duties as assigned.

General Responsibilities:

1. Assist in the weekly data tracking of their specific ministry through the Atlanta Dream Center (ADC) data tracking system(s).
2. Build and maintain positive relationships with staff and clients.
3. Provide other administrative support, such as filing, maintaining databases, communication, social media, etc.
4. Support Leadership and front office staff as needed.

Essential Job Functions:

1. Responsible for administrative and clerical functions in order to streamline the day-to-day business operations of the organization.
2. Assist with purchasing procurement, and maintenance functions related to the operation of the organization, including supplies, materials, equipment, and office services.
3. Compile information related to business operations as assigned.
4. Produce high quality work products within deadlines.
5. Keep up to date on practices related to duties of the position.
6. Effectively manage multiple tasks and work under pressure to meet deadlines.
7. Assist with outreaches, projects and functions as needed.

Required Knowledge, Education, Skills, and Experience:

1. Ability to approach systems within ADC from both a spiritual and operational manner, with strong creative and critical thinking and problem solving skills
2. Willingness to learn and be coached.
3. Ability to work individually or as a team in a fast paced environment.
4. Must adhere to ADC core values and policies.
5. Strong writing, speaking, and telephone skills
6. Professional and interpersonal skills necessary to work with a wide range of people and diverse groups.
7. Well organized and detail oriented; able to work on multiple, changing tasks
8. Proficient in the use of technology in all facets of work, including standard office (Word, Excel, PowerPoint, Outlook), database, and project tracking.

Other Job Requirements:

1. Furnish a reliable, personal means of transportation to accomplish work objectives
2. Hold and maintain current drivers license
3. Occasionally work outside of normal business hours
4. Provide coverage for other positions, shifts, or functions
5. Sit at and work at a computer for long periods of time.

Disclaimer:

The information contained in this job description indicates the general nature and level of work performed by employees within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.