



YLC Office Manager Internship Opportunity

Application Deadline: February 8, 2017

Young Leadership Council (YLC) is seeking an energetic and detail-oriented individual to fill the role of Office Manager Intern. The individual employed in this unpaid position will work alongside YLC's staff, and volunteer leadership on operations-related projects, and will report to YLC's Projects and Operations Manager. As part of a fast-paced office environment, the intern will gain valuable knowledge in the fields of non-profit management and operations, special event logistics, and other important areas relevant to today's non-profit professionals.

Summary of Responsibilities

- Research and write proposals on the implementation of office wide best practices.
- Generate new spreadsheets and forms as needed to maximize internal efficiency.
- Create new YLC Operations manuals and update existing manuals.
- Assist with the processing of Wednesday at the Square income and expense tracking.
- Maintenance and restocking of office and project space.
- Data collection and entry.
- Document organization and filing.
- Other duties specifically around coordination of special events, or as assigned.

Skills, Knowledge, and Experience

Ideal candidates for this position ...

- Have clear and persuasive writing skills.
- Must be dependable and punctual, presenting a professional appearance.
- Be courteous and personable when dealing with both the public and internal feedback.
- Be self-directed, willing to take initiative, and detail-oriented.
- Computer skills are desired in Microsoft Office, Excel, PowerPoint and Adobe Acrobat Pro and Forms Central.
- Demonstrate a complete understanding of YLC's principles, mission, and community projects.

Duties and Expectations

The intern is expected to ...

- Perform an average of 10 hours of work per week during the duration of the internship
- Report to supervisors on a regular basis
- Attend meetings or trainings that are necessary to perform assigned tasks
- Attend initial internship orientation in February of 2017 (date to be announced)

- Have access to transportation to and from the YLC office, or to special events being hosted by YLC where the intern is expected to work.

Compensation and Academic Credit

This is an unpaid internship, with the intent to provide invaluable professional experience for those wishing to develop their careers in non-profit and/or administrative related fields.

Hours worked for YLC in this position may be eligible for academic credit, particularly for degree programs that have internship requirements. Any academic credit sought for this internship is the sole responsibility of the intern and must be coordinated with the higher education institution of the intern's choosing.

Contact Us

Interested candidates should submit a cover letter and resume to info@ylcnola.org no later than February 8, 2017. Please include "YLC Office Manager Intern" in the email subject line. Once your materials have been received, you will receive email confirmation. No phone calls, please.