



Title: Program Assistance Intern

Reports to: Office Manager, ICESA

Internship Purpose: Work closely with ICESA Chief Operating Officer, Office Manager, Training Coordinator, and may assist other staff members as needed, to provide administrative support and assistance; play a key role in planning and implementing ICESA's 2018 trainings and events.

Duties/Essential Functions:

- Provide daily office support
- Design, copy, and compile training and conference materials
- Design and update content for ICESA website and Eventbrite pages
- Collaborate on research projects
- Work with various professional organizations to acquire CEUs for trainings
- Assist with donor database updates, reports, gift entry, and gift acknowledgement
- Design stewardship mailings and manage ICESA's mailing list
- Provide administrative support at events, trainings, and conferences
- Assist with social media content, posts, and ICESA website
- Additional duties as needed

Qualifications/Skills:

- Strong communication, analytical, and organizational skills
- Strong research skills
- Ability to work in a collaborative team-based environment
- Demonstrated ability to balance multiple tasks and meet deadlines
- Proficiency in Microsoft Office (Excel, PowerPoint, and Word)
- Experience with Adobe Creative Cloud preferred
- Shared commitment to ending sexual violence
- Integrity, positive attitude, and passion for the vision of ICESA
- Reliable personal vehicle and a valid driver's license; travel may be required.

Commitment:

This is an unpaid internship, requiring a commitment of 15-20 hours per week. We hope to fill this opening immediately. The duration of this internship is the fall of 2018 with potential for renewal. A shortened internship can be offered on a case-by-case basis. This internship may be completed for course credit; we are willing to work with you to supervise specialized projects and internship portfolios, if needed. Unfortunately, we are unable to meet the requirements for social work internship programs/field placements.

Please submit cover letter and resume to katie@indianacesa.org no later than 5pm on September 7, 2018.

Incomplete submissions will not be considered.