

PROJECT SIX19

Administration Assistant Intern

General Description

The Administration Assistant will be a regular contributor to Project Six19's conferences, fundraisers, school and church engagements. They will be able to contribute to the planning and execution of our various projects and engage with people on multiple platforms with our mission and message.

Individual Responsibilities

1. Attend weekly staff meetings
2. Attend regular meetings with Curriculum Marketing Manager
3. Read assigned books along with staff (no more than 3 per internship)
4. Complete intern workbook and reading assignments on time

General Responsibilities

1. Work closely with Curriculum Marketing Manager to ensure an understanding of Project Six19's mission, vision and brand.
2. Help plan and execute annual conferences and events in the greater Spokane Area or online webinars and events.
3. Participate in school and church engagements (speaking/presentation opportunities available) in person or online.
4. Execute some general administration and organizational tasks and responsibilities.

Qualifications

1. A commitment to Jesus Christ as Lord and Savior.
2. Full agreement with the Project Six19 Statement of Faith/Statement of Commitment and passionate about our mission and vision.
3. Must be between 17-22 years of age.
4. Can dedicate 5-10 hours per week to internship.
5. Exceptionally strong organizational, interpersonal and communication skills.
6. Self-initiator with an attention to detail and willingness to contribute ideas.
7. Dependable, stable and capable of following through on commitments.
8. Ability to respect confidentiality.
9. An adherence to the internship guidelines as set forth by Project Six19's Intern Program.

Application Checklist

Please include the following for your application to be reviewed:

- Resume highlighting your work/education/volunteer experience
- A cover Letter describing your interest in Project Six19 and why you would be a good fit

Please submit your application to claire@projectsix19.org