



Summer Non-Profit Administration & Human Resources Intern June to August 2021

General Summary: Global Village Project is an accredited, non-profit middle school serving refugee young women ages 11-18 who have experienced interrupted or limited education. The summer *Non-Profit Administration and Materials Intern* will work closely with GVP's Operations Manager, Head of School and Director of Student and Global Affairs through organizational archiving, student admissions, summer programming coordination and general office administration.

Schedule: Typically 12 hours per week during the summer for 4 hour per day 3 days per week, Monday to Friday between 10AM to 3:00PM.

Preferred qualifications:

- College student with an Interest in non-profit administration and human resources
- Ability to problem-solve independently
- Organizational skills; detailed oriented; works well independently
- Experience working with diverse populations
- Great interpersonal skills
- Proficiency with computer software and applications - Canva, Google Classroom, etc.
- Experience with Mac, Google Drive and MS Office preferred
- Experience with document scanning, copying and organization
- An eye for detail, good writing skills
- Flexibility and a willingness to learn
- Patience and a positive attitude.

Additional responsibilities may include:

- Working with GVP's Operations Manager on human resources, facility management, financial records, students admissions, federal grant reporting, compliance, etc.
- Support organizational emergency operations plans implementation and training
- Support the review, editing and preparation of handbooks for transportation, facility, human resources, etc.
- Prepare curriculum courses in Google Classroom for employee and volunteer professional development by using and creating videos, assessments and course outlines
- Support Fall 2021 student enrollment and admissions
- Serve as a front office receptionist and greeter for all visitors, volunteers and staff when necessary
- Assisting with document retention scanning, organization and filing (ie. archival documents)
- Human resources policy and program integration with GVP's Diversity Equity and Inclusion guiding principles, practices and training
- Other duties as assigned

GVP is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, social class, marital status, national origin, disability, gender, gender identity, or sexual orientation. We are committed to fostering a culture of inclusion and encourage individuals with diverse backgrounds and experiences to apply. We especially encourage applications from self-identified women and people of color and those with refugee and immigrant backgrounds who are excited about contributing to our mission.

How to Apply: Interested persons should send a cover letter with availability (Dates - including days and hours Monday to Friday) and resume to Denise Reidy-Puckett, Operations Manager at drpuckett@globalvillageproject.org.

All candidates must pass a background check and sign a confidentiality agreement. This is an unpaid internship but can qualify for academic credit or internship requirements.