



Administrative Assistant Internship

Dates of Internship: June 5- August 15th

Hours: 15-20 hours per week

Location: Hybrid (ConqHer Office, 150 E. 1st Street, Lancaster, TX 75146)

*****Please note this role is mostly remote, however, in some case you will be asked to come to our office and/or off-site locations.**

About ConqHer, Inc.

ConqHer, Inc. is committed to embracing under-resourced girls and women to thrive through education, mentorship, leadership, equipping them with skills and resilience to lasting success .

Administrative Assistant (Internship/Part-Time)

Position Overview

ConqHer, Inc. is looking for a **proactive and detail-oriented Administrative Assistant** to support the Executive Director in operations, event planning, and community engagement. This role is ideal for a **college student** interested in **HR, Law, Event Planning, Nonprofit Management, Marketing, or Business Administration** who is **organized, assertive, and tech-savvy**.

Key Responsibilities

- **Executive Support:** Manage emails, schedule meetings, take notes, and track action items.
- **Event Planning:** Coordinate logistics, organize speakers, manage event registrations (Givebutter, Eventbrite), and oversee execution.
- **Sponsorship & Fundraising:** Assist with donor outreach, sponsorship requests, and tracking commitments.
- **Community Engagement:** Support outreach efforts, member communications, and social media engagement.
- **Reporting & Organization:** Prepare reports, maintain databases, and ensure efficient record-keeping.

Qualifications



- **Currently enrolled** in a college/university program related to HR, Law, Events, or Business.
- Strong **communication, organization, and problem-solving** skills.
- Comfortable with **Google Suite, scheduling tools, and virtual meetings**.
- Familiarity with **Eventbrite, Givebuttr, or CRM platforms** is a plus.
- Passion for **community service and nonprofit work**.

Benefits

- Hands-on experience in **nonprofit management, events, and leadership support**.
- Networking opportunities with **industry professionals and community leaders**.
- Skill development in **project coordination, fundraising, and administration**.