



Operations & Administrative Intern Job Description

Organization Overview:

To You From Us is a community-based nonprofit organization on a mission to help children and families living in marginalized communities with resources to break cycles of poverty and become self-sufficient through STEM: Service, Training, Education and Mentoring.

Position Overview:

The Operations & Administrative Intern will work closely with the Administrative Director to support the internal systems and processes that keep the organization running efficiently. This intern will gain essential experience in nonprofit management, operations, and infrastructure building.

Key Responsibilities:

- **Data Entry & Filing:** Maintain accurate records, contact lists, and databases.
- **Scheduling & Coordination:** Assist in managing calendars, setting appointments, and coordinating meetings.
- **Inventory Support:** Track supply levels for drives, events, and programs.
- **Document Creation:** Help draft internal memos, forms, checklists, and procedural guides.
- **Compliance Support:** Assist in organizing documentation for audits, grant compliance, and insurance.
- **Volunteer Coordination:** Support onboarding and communication with volunteers.

Qualifications:

- Currently pursuing a degree in Business, Nonprofit Management, or related field.
- Excellent attention to detail and time management.
- Strong proficiency in Microsoft Office or Google Workspace.
- Interest in process improvement and operations.
- Confidentiality and professionalism are a must.

Learning Opportunities:

- Understand the inner workings of nonprofit management.
- Learn how systems, tools, and processes impact sustainability.
- Build project management and administrative skills.
- Play a behind-the-scenes role in creating lasting community change.

Final Note:

This internship position is designed to be both educational and practical. By the end of the internship, the intern will have gained a broad understanding of how nonprofit organizations utilize internal systems and administration to achieve their mission and expand their influence.