**Curamericas Global: Administrative Internship**

**Reports to:** Development Associate

**Compensation**: Unpaid

**Length of Engagement**: 3-6 months, 10-20 hours per week

**Location:** Raleigh, NC

**Responsibilities:** Curamericas Global, a nonprofit, international health organization, seeks an administrative intern at our Raleigh office. This intern will work to assist departments across the organization as listed below. The main purpose of this internship is to learn administrative and managerial duties in a nonprofit organization. Tasks include:

International Volunteer Teams

1. Volunteer Expedition preparation and follow up
2. Tax receipt letters and thankyou cards
3. In-kind donations management and procurement

Outreach and Donor Stewardship

1. Thank you cards and calls
2. Assist with travel arrangements for donor visits
3. Assist with event planning and logistics

Office Management

1. Preparation and note taking during staff and/or board meetings
2. Assist with general office tasks such as mailings, receipts, and editing
3. Records and inventory management
4. Assist with monthly financial reports
5. Organize and tidy storage rooms and other parts of office
6. Update office manual (as needed)
7. Assist with submission of solicitation license and SECC applications (as needed)

Volunteer/Intern Management

1. Collect timesheets and coordinate meetings
2. Assist with training of other interns and volunteers
3. Assist with Spring intern recruitment

**Qualifications:**

1. College student or college graduate
2. Strong English writing skills required
3. Internet and Microsoft Office experience and skills required
4. Interest in international development and/or public health
5. A results oriented person who is able to work independently
6. Enthusiastic attitude and willing to do whatever is needed to help the team

**Application Instructions:** Please send completed application, resume, writing sample, and cover letter to bmuffoletto@curamericas.org, or mail application and materials to:

Curamericas Global

318 W. Millbrook, Suite 105

Raleigh, NC 27609