

Curamericas Global: Administrative Internship

Reports to: Program Fellow

Compensation: Unpaid

Length of Engagement: January 15, 2019 – May 15, 2019 (flexible start/end dates)

Minimum of 15 hours/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 (but are not limited to):

Donor Management and Stewardship (30%)

- Draft and send tax receipts and thank you cards to donors
- In-kind donations tracking and procurement
- Maintain up-to-date contact management records
- Assist with travel arrangements for donor visits as needed

Office Management (30%)

- Preparation and note taking during staff and/or board meetings
- Assist with general office tasks such as mailings
- Organize and tidy storage rooms and other parts of office
- Update office manual (as needed)
- Assist with submission of solicitation license and SECC applications (as needed)

International Volunteer Team (10%)

- Create and revise orientation documents
- Volunteer team records management and registrations
- Payment tracking and reporting

Financial Management (10%)

- Code and file receipts
- Assist with monthly financial reports

Volunteer/Intern Management (10%)

- Collect timesheets and coordinate meetings
- Assist with training of other interns and volunteers
- Assist with Spring intern recruitment

Other tasks (10%)

- General office admin and team assistance
- Professional development*
- Program support (as needed if the intern is found to be reliable)

*Learning and networking opportunities include: USAID Global Health e-Learning courses, Triangle Global Health events, Care Group and CBIO learning materials.

Qualifications:

- College student, graduate student or college graduate
- Internet and Microsoft Office experience and skills required
- Detail oriented with interest in behind-the-scenes work carried out at nonprofits
- Interest in international development and/or public health
- A results-oriented person who is able to work independently
- Enthusiastic attitude and willing to do whatever is needed to help the team

Application Instructions:

Please send completed application, resume, and cover letter to rcallus@curamericas.org, or mail application and materials to:

Curamericas Global
318 W. Millbrook, Suite 105
Raleigh, NC 27609