



Intern Front Desk Attendant Job Description

Time Requirement: Up to 20 hours per week during the academic year or 30 hours per week during the summer. The internship is typically for a period of one semester or one summer session. When appropriate, the internship may continue for an additional period.

Organization Overview: The Wabash Valley Community Foundation's mission is to: "Engage People, Build Resources and Strengthen Community." Though the Community Foundation serves Clay, Sullivan and Vigo counties, its office is located in Terre Haute, Indiana.

Incorporated in 1991, the Community Foundation is designed for one primary purpose: to receive charitable contributions and invest and manage them as a permanent endowment according to the charitable intentions of our donors. Typically, the charitable gifts come from individuals, families, organizations, corporations, and other foundations. The income earned on the endowed fund is distributed each year for the purpose defined by the fund creator. It is through these earnings that the Community Foundation provides more than two million dollars annually in grant and scholarship funds benefiting the residents of its three county service area.

Internship Program Overview: The Wabash Valley Community Foundation Inc. offers up to three paid internship opportunities. These internships are designed to provide the intern meaningful projects and opportunities to help develop work-related skills and assist the Community Foundation on various projects directly related to its mission and operation. The hours are between 8:00 AM and 5:00 PM, but may extend into the evening depending upon meetings or special events. The Community Foundation is flexible to accommodate the intern's academic schedule.

Primary Responsibilities

- Serve as the front desk attendant for the Community Foundation.
 - Welcome and direct visitors in a professional, prompt and courteous manner.
 - Notify appropriate staff of their arrival and location of meeting.
 - Provide the Community Foundation's first impression to visitors. A cheerful, pleasant, helpful and professional demeanor, as well as appropriate attire, is expected.
- Field and route telephone calls to appropriate staff.
- Answer inquiries about the Community Foundation from visitors or callers, or route them to the appropriate party for answers.
- Maintain tidiness of front office and meeting areas; have beverages available for visitors.
- File and fax documents.
- Retrieve mail and distribute on a daily basis.
- Route deliveries to appropriate staff member.
- Help with the arrangement of meetings, including set up and/or clean-up for internal meetings, as well as for other nonprofit agencies utilizing the conference room.

- Assist with functions related to the Community Foundation's office facility, including recycling, stocking refrigerator and loading/unloading dishwasher.
- Perform administrative and office support activities for all Community Foundation staff members.
- Other administrative tasks as may be assigned.

Additionally, the intern will have the opportunity to work with staff members in various capacities, assisting with:

- Community outreach for quarterly Giving Circle meetings.
- Preparation for community groups convened by the Community Foundation such as Quality of Place, GIFT VII County Teams and Wabash Valley Philanthropy Alliance.
- Projects related to the Community Foundation's marketing and communications efforts.
- Preparation of other correspondence, presentation materials or reports as requested by Executive Director.
- Tasks pertaining to special events.

Minimum Requirements and Abilities

- Full or part-time undergraduate students enrolled in two-year or four-year Indiana colleges and universities accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools are eligible for internships.
 - Full or part-time graduate students enrolled in a graduate program or study at an Indiana College or university accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools are also eligible for the internships.
- Student must have completed his/her freshman year of college.
- Excellent interpersonal skills.
- Ability to work independently and in a changing environment.
- Individual must be a strong communicator, have excellent written and oral communication skills.
- Strong organizational skills.
- Ability to maintain a consistent work schedule.
- Proficient using Microsoft Word, Excel, PowerPoint, mail merges, email and Web searches.

Reports to the Executive Assistant and Executive Director. May report to other staff members for specific tasks. Works with all staff, Board and committee volunteers

Hiring Process: Resumes will be accepted until the position has been filled. Upon reviewing the resumes, interviews will be conducted with promising candidates. Candidates chosen for interviews will have the opportunity to meet the Community Foundation staff. While the Community Foundation does its best to provide interns with projects associated with chosen career field, priority will be given in the area(s) of greatest need.

To Apply: Please submit resume, employment application, found at www.wvcf.org, and cover letter via email to beth@wvcf.org. Selected candidates will be contacted to schedule interviews.

Contact:

Beth Tevlin, Executive Director
812-232-2234
beth@wvcf.org