Administrative Intern

Summary:

The Brooklyn Community Pride Center is seeking a part-time, temporary intern for a six-week placement at NAMI-NYC. The intern will report to Savannah Gatton and Christina Bradley.

NAMI-NYC is a nonprofit organization. We are a local affiliate of the National Alliance on Mental Illness. Our mission is to help families and individuals affected by mental illness build better lives through education, support, and advocacy. We've been serving the area for more than three decades.

Scope of Duties

- Support transition to electronic record-keeping system by entering constituent data into a digital database.
- Complete clerical duties including scanning, printing, mailing, and organizing paper files.
- Light facilities maintenance (i.e. restocking kitchen supplies, keeping supply room and meeting rooms tidy).
- Complete ad-hoc situation-based light errands.

Qualifications

- Digital literacy (internet, PC, Microsoft, data entry)
- Accuracy/attention to detail
- Interpersonal skills
- Personal experience with mental illness (themselves or a loved one) preferred

Characteristics

- Patient and thorough, with a high tolerance for tedium
- Polite and friendly
- Discreet with constituents' personal information
- Down-to-earth and flexible

Compensation: This is a part-time internship for up to 12 hours per week. $15/hour through the Brooklyn Community Pride Center. MetroCards provided. No benefits are provided.

Location: 505 8th Ave Ste 803, New York, NY 10018.

Applications: E-mail cover letter and résumé to Diana Viglucci, Program Manager, at dviglucci@lgbtbrooklyn.org. Subject: [Your name] 2019 NAMI-NYC Internship or upload to the application. Please specify in your cover letter how you fit with the above qualifications and characteristics.

Women, people of color, transgender, and gender non-conforming people are encouraged to apply. The Brooklyn Community Pride Center is an affirmative action employer.