



Administrative Assistant Summer Intern

Job Location: Sterling, VA

Part-time (25-30 hrs. per week), Unpaid

Organization Overview

Women Giving Back (WGB) is a non-profit organization that provides local women and children living in poverty and/or emerging out of homelessness, with quality clothing, and other necessities that they need. WGB operates a dedicated boutique, diaper pantry and warehouse facility in Sterling, Virginia where women can shop in a dignified environment, free of charge, through referrals from human service providers and community partners and assisted by caring volunteers.

Position Overview

This opportunity is ideal for college students or recent graduates with a business management related major interested in non-profit administrative experience, project management, students interested in leadership opportunities, and those interested in gaining experience and professional growth in the non-profit sector.

The Administrative Assistant Intern will provide a broad range of administrative and project management support to the Executive Director and Development team. This position will build a strong foundation of business and administrative operations.

Responsibilities

- Responsible for heavy calendar management, requires interacting with both internal and external executives and assistants, consultants, or funders, to coordinate any in-office or virtual appointments.
- Monitor, respond to and distribute incoming and outgoing electronic and hard copy internal or external communications on behalf of the Executive Director including but not limited to answering calls, taking messages, scheduling meetings, and writing letters.
- Provide audit- related and financial reporting support to the Executive Director and Finance Committee.
- Assist and lead other projects and activities as assigned by the Executive Director.
- Maintaining accurate, up-to-date donor records.
- Managing the processing of gifts, sponsorships, pledges and other contributions to ensure timely donor acknowledge and integrity of constituent records.
- Tracking incoming donations, making routine weekly or bi-weekly check deposits.
- Providing support to the Development team with fundraising events.

Requirements

- Must be a current college student or recent graduate
- Computer proficient, especially in Microsoft Word and Excel

- Energetic, self-starter, with flexible and positive attitude Maintains confidentiality, discretion, and professionalism.
- Strong team player and ability to work cooperatively with others
- Effective verbal and written communication skills
- Excellent organizational, problem-solving and customer service skills
- Reliable transportation to our office in Sterling, VA
- Strong sense of humor; our work is hard yet rewarding. Laughing together is essential!

TO APPLY: Send a thoughtful cover letter and resume to info@womengivingback.org with “Administrative Assistant Intern” in the subject line. No phone calls, walk-ins, or social media inquiries. If your application is selected, you will be contacted for an interview.

Women Giving Back is an Equal Opportunity Employer and is committed to fostering diversity within its staff that is representative of the communities we serve. Applications from individuals having diverse backgrounds and life experiences are strongly encouraged to apply. We seek candidates who will contribute to diverse, equitable, and inclusive environments for our clients, volunteers, and staff. We are open to the possibility that a great candidate for this job may not precisely meet all the above criteria; if you believe you are the right person for the job and can persuasively make that case, we encourage you to apply.