



2019 Spring Semester  
Administrative Assistant Internship

**Office Hours and Weekly Schedule**

- Deliver weekly programs at Perry School and other program locations
- Expected to work 20 hours per week, office hours will be discussed

**Job Role**

- Assist with all details of program delivery at sites determined by the ED and Program Coordinator.
- Participate in weekly staff meetings.
- Provide general support to the Program Coordinator, DED, and ED
- Support and facilitate volunteer training and programs
- Attend at least 1 Peace Academy, and be an advocate for peace and for LFFP in daily life and work.

**Core Responsibilities**

- Assist Development Coordinator and Directors as needed
- Keep supply closet orderly and organized
- Print documents such as the quarterly newsletter, brochures, appeals, and flyers
- Lead mass mailing efforts
- Update contacts as needed
- Other general office management work

**Qualifications**

- Currently enrolled in college
- Proficiency in Microsoft Office and Excel
- Experience with Vertical Response donor management
- Ease with engaging a wide range of stakeholders and cultures and strong written and verbal communication skills
- Ability to multi-task and prioritize
- Ability to work both independently and embrace a collaborative team approach
- Passion and desire for personal inner peace
- Passionate about LFFP's mission to counter violence and contribute to a worldwide culture of peace, by sharing skills to prevent, resolve, and transform conflict with individuals, families, teams, and communities

**Click here to apply!**