CITY FIRST ENTERPRISES INTERNSHIP PROGRAM
Special Assistant to CEO Intern

Internship Snapshot
♦ Fall/Spring/Summer  ♦ Temporary  ♦ Unpaid
♦ Not Benefits eligible  ♦ Part Time (20-25 hrs/wk)

Duties and Responsibilities
Part administrative assistant and part special projects manager, the Special Assistant will play a critical role in supporting the day to day and strategic work of the CEO. The Special Assistant will be a "jack of all trades" of sorts, and must bring a can-do spirit and flexibility to the position. He or she must be excellent at time management with a strong ability to organize and set priorities among a variety of tasks, from regularly occurring administrative tasks to a constantly changing array of special projects.

Responsibilities can be broken down into the following areas:

Administrative Responsibilities:
Fielding telephone calls, emails and inquiries
Assisting in managing the CEO's calendar including scheduling meetings and reserving meeting rooms
Assisting the CEO with relationship management, updating contacts and keeping quality records in Salesforce.
Identifying, preparing and compiling necessary materials to ensure that the CEO has appropriate information for meetings, reports, presentations, events and special projects.

Special Projects Responsibilities:
Researching new program and partnership concepts to assess how they can help amplify and accelerate the work of City First.
Working with the CEO and Operations Manager to plan agendas and prepare materials for Board and Advisory Council meetings as well as priority workshops.

Anticipating ways he/she can help advance some of the items on the CEO's agenda and then working to do so.

In addition, the Program Intern is responsible for all other duties as assigned. Responsibilities will vary based on specific program needs during the term of the internship and the candidate’s background and interests.

Qualifications

- Currently enrolled in an undergraduate or graduate program in Community Development, Urban Planning, Political Science, Sustainable Enterprise, or other related field
  - Excellent written and oral communication skills
  - Organized with attention to detail
  - Able to work independently
  - Passion for our mission and work; great excitement about being part of a movement to end relationship violence
- Excellent organizational, problem-solving and data gathering skills and strong comfort with research and analysis
- Ability to be proactive and demonstrate initiative; high comfort working independently and as part of a team
- Ability to prioritize, plan ahead and anticipate work that needs to be done
- Strong work ethic, "can-do" spirit, and willingness to work longer hours as circumstances require.
- Flexibility and resourcefulness; adaptability to changing needs and demands
- Excellent written and oral communication skills, including comfort with making presentations
- High level of proficiency with Microsoft Word, Excel, PowerPoint, and Outlook, and deep understanding of social media and comfort with technology
- Familiarity with Salesforce is a plus.