



## **Position Description**

**Position Title:** Administrative Assistant Intern (AAI)

**Position Number:** FAA013

**Department:** Administrative

**Reports To:** Executive Director (ED)

### **Purpose of Position**

The Administrative Assistant Intern is under the direction of the Executive Director. The AAI will provide administrative and office support of the ED and Board, which may include but not limited to general office, HR, IT, Accounting and Marketing activities as determined by the above. Administrative support could include creating and maintaining databases, researching and compiling data, proofreading publications, event planning projects, potential website updates and other projects as assigned.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Create and maintain databases, including receiving registrations and managing databases for events and groups;
- Research and compile data: News stories, contact information, and other related records;
- Creating and editing publications, agendas, and event invitations;
- Process incoming and outgoing correspondence;
- Answer calls and directing inquiries to the appropriate staff member;
- As directed, other office support functions including website updates, prepare shipments and mailings;
- Work on special projects as assigned.

### **Minimum Training and Experience Required to Perform Essential Duties and Responsibilities**

This position requires multi-tasking skills and the ability to work independently and under pressure. Excellent interpersonal and communications skills are required. Attention to detail is vital. Demonstrated agility to shift direction in response to changing work situations is critical. General computer knowledge and proficiency with Goggle Software is required. The ideal candidate will have a minimum of one year administrative and office experience supporting management in a fast-paced office environment. High school diploma is preferred.

- Must have own computer.
- Resourcefulness in finding information and answers from within and outside the company without prompting or micromanagement; a “consummate” self starter.

- Respect for details; ability to execute accurately at a high level without excess supervision.
- Ability to prioritize/execute to achieve desired company and project goals with prudence and sense of urgency.
- Articulate communication skills – verbal, pictorial and numerical.
- Desire to learn and professionally grow.
- Desire to invest your passion and commitment to a vision you feel you can embrace and contribute to the growth of the company and its success.
- A willingness and flexibility to do “whatever it takes” for “whoever needs it” foster the growth and success of the business.
- Ability to embrace and live the organization's mission and vision.

**Compensation and Schedule:**

Internships are unpaid. A minimum time commitment of 12 months is required, and working hours are negotiable.

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