



BUSINESS ADMINISTRATION INTERN

Title: Business Administration Intern

Reports To: Operations & Finance Manager

Location: Seattle, WA (temporarily remote)

About Global Visionaries

Global Visionaries invites youth from diverse socio-economic, racial, and ethnic backgrounds to be active leaders in their local and global communities. We foster leadership skills grounded in environmental and social justice. We serve over 200 students from the US and 100 students from Guatemala annually. Through youth-led retreats, workshops, service projects, our participants report a new capacity to be agents of change.

Position Summary

The Global Visionaries Business Administration Internship is designed for individuals who wish to gain hands-on experience with operating an international NGO/nonprofit. The Intern will work directly with the Operations & Finance Manager to assist with strategic planning, technology, finance, and general management.

Specific duties include, but are not limited to

- Database management for Salesforce, including integration with FormAssembly, MailChimp, and other data points.
- Update and maintain GV's campaigns, tracking, and contact information databases using Salesforce, Excel, and MailChimp
- Assist with updating & maintaining financial information in QuickBooks
- Support participant fundraising for product ordering, distribution, tracking and inventory
- Regularly review website to ensure information is accurate and up-to-date
- Update and maintain information in Participant Portal/Google Site
- Periodically attend Board meetings and support Board management
- Support staff in other administrative tasks as needed

Qualifications

- Possess an interest in a business, administrative, or nonprofit career
- Strong attention to detail
- High ethical standards and personal integrity
- Strong interpersonal and communication skills
- Knowledge of Microsoft Office applications
- Ability to manage multiple tasks and work effectively in a team environment
- Demonstrated desire to learn new technology platforms.
- Creative, genuine, and positive mindset

Skill Development & Outcomes

- General nonprofit management skills
- International team collaboration
- Learn how a Board of Directors operates
- International nonprofit financial & bookkeeping skills
- Learn backend administration for multiple technology platforms such as Office 365 Administration, QuickBooks, Adobe Creative Cloud Suite, Salesforce, MailChimp, WordPress, and more.

Hours, Start Date and Duration

Flexible within business hours (9:00 am- 5:00 pm). 10-15 hours per week is desired. Minimum 3-month commitment, with a 6-month commitment desirable. May include some evenings and weekends. The internship will start at a mutually agreed upon date and may continue throughout the year depending on mutual interest and satisfactory performance.

Send Cover Letter & Resume to jenniferjallos@global-visionaries.org with Business Administration Intern and your last name in the subject line.