About Us
Mission statement: Hope Heals provide support to families in need with an overall goal of spreading Hope, Kindness, & Love to everyone everywhere. Visit the website: [http://www.hopehealsyou.com/](http://www.hopehealsyou.com/)

Job Description
To assist the director in creating business planning documents to provide a roadmap for Hope Heals that outlines goals and details with steps to achieve those goals.

Responsibilities
- Create policies, procedures and templates that match with the projects needs and mission.
- Collect all necessary information from the director and any other sources in order to draft a business plan and supporting documents
- Utilize analytical skills to identify issues and/or to design a solution for issues
- Do any additional research necessary to identify best practices, templates, strategies to include in planning documents
- Must be available for weekly meetings in addition to regular contact via email.
- Able to commit approximately 10-15 hours per week.

Requirements
- Junior or Senior with minimum 3.0 GPA, majoring in either Business, English, or Communication
- Excellent research skills.
- A great writer. Clear, concise, and well-spoken.
- Proficient in Microsoft Office and Adobe products
- Social, outgoing, not afraid of “putting yourself out there” and representing the project.
- Interest in working with, non-profit programs required.
- Previous experience with writing and research is preferred. If you have comparable experience please note that.
- Hardworking, able to commit and see things through to the end.
- Timely and able to work under a deadline extremely important.
- Being a good communicator is an absolute necessity. Not afraid to ask questions and capable of problem solving.
- Able to think independently and be a self-starter.
- Flexible and able to adapt. You can set your own hours with this internship but you must be able to stick to an agreed upon schedule.
- This position will involve contact with those served by Hope Heals; homeless individuals and families in the Walla Walla area. The successful intern must be comfortable interacting with this population group and possess excellent interpersonal skills including empathy, respect and understanding.
**Business Admin Intern**

**Additional Notes**
This is an unpaid internship opportunity.

Hope Heals Walla Walla is an equal opportunity employer.

**To Apply**
Send a cover letter and resume to Annett Bovent:  hopehealswallawalla@gmail.com

Include “Business Admin Intern” in the subject line.