Business Administration Internship

Organization Description:
Junior Achievement is the world's largest non-profit economic education organization, reaching more than four million students in the United States each year. Founded in 1919, JA's mission is to educate and inspire young people to achieve financial literacy, become prepared for the work force, and embrace entrepreneurship in order to succeed in a global economy.

Summary:
The Administrative Intern is responsible for various administrative and communications functions within the regional Office, including office management, database management, support for the Director/ staff, website management, and promotion via social media.

Duties & Responsibilities:

Assisting Area Manager:
- Participating and coordinating with colleagues and third party stakeholder in arranging workshops, conferences and inter-organization meetings
- Work with gathering, consolidating and analyzing data from databases and reports
- Learn and master internal operations, including but not limited to accounting, event planning, finance, human resources, payroll, marketing, relationship building, customer service, sales, daily operations, etc.
- Identify areas for process improvement
- Make recommendations to leadership for streamlining systems and processes
- Research and implement solutions for enhanced efficiency
- Provide general administration assistance and support
- Manage and maintain social media websites
- Project management responsibilities
- Other administrative and business management tasks as assigned

Time: 60%

Communications
- Website Management
- Monitors blogs and calendars
- Edits/creates webpages as needed
- Ensures frequent updates to the site, especially the homepage

Time: 30%

Social Media
- Collaborates with team to execute social media strategy
- Monitors Facebook and Twitter accounts for Junior Achievement

Time: 10%
Qualifications:
- Junior or Senior standing with Minimum 3.0 GPA
- Business Administration or Communications Major
- Efficient user of Microsoft Office tools, with proficiency in Excel, and Exchange messaging platform; SharePoint knowledge, preferably 2010 or later;

Outcomes:
- Real world nonprofit management exposure
- A wide audience for completed projects
- Inside experience with a highly active and professional non-profit organization

Other:
- This is an unpaid internship.
- Interns should expect to complete 10-12 hours per week for 10 weeks during the term of internship. We understands the demands of class attendance and coursework, therefore we offer a degree of flexibility to our interns to ensure their continued success at University.
- This internship is based out of Walla Walla, with some work supporting operations in the Tri-Cities. Much of the work can be done remotely.

How to Apply:
- Thank you for considering this opportunity with our Junior Achievement. Please submit a cover letter and resume to Kathryn Witherington at kathrynw@jawashington.org
- Include “Business Administration Intern” in the subject line
- Proud to be an equal opportunity employer.