



- Title of Position:** Administrative Assistant Intern
- Purpose:** Administrative Interns will contribute their skills and expertise in exchange for gaining valuable experience in office management.
- Requirements:** Knowledge of Microsoft Office Programs  
Professional phone and email etiquette  
Ability to navigate language barriers  
Good organizational skills  
Ability to multi-task  
Ability to work independently
- Training:** Orientation with program coordinator. Attend on-going trainings as required by the coordinator.
- Location:** 417 Welshwood Drive, Nashville, TN 37211
- Time Commitment:** Minimum of 15 hours per week; Consistent availability Monday through Friday 8 a.m.– 4 p.m.; specific schedule to be negotiated with the program supervisor
- Duties/Responsibilities:**
- Answer phones and screen calls to programs or program staff
  - Greet and assist clients who visit the office
  - Respond to questions and inquiries from clients and the general public
  - Maintain orderliness of front office
  - Assist with various research projects
  - Assist with client intake process
  - Assist with website, Facebook, Twitter, and blog updates as needed
  - Assist with file maintenance - data entry, copying, filing
- Supervisor:** To be determined based on time of placement

Interested applicants should email a resume and completed application to [volunteer@empowernashville.org](mailto:volunteer@empowernashville.org).