Bader Philanthropies, Inc. seeks an Operations Intern who will assist with the Foundation’s special events, data entry, facilities management, presentation materials, bookkeeping, administrative support to the Grants, Engagement and Strategy & Culture team and general office duties. This is a part-time, in-office, paid position (a one-year commitment is requested).

**General Operations Activities:**
- Coordinates office and hospitality supply inventory;
- Schedules group meetings and events;
- Assists with registration and materials for conferences and other community events; gathers logistic information for meetings;
- Assists with event set up and breakdown;
- Assist Grants team with scheduling, and following up with applicants and grantees regarding site visits and reporting;
- Arrange and host Zoom events;
- Assists with file and data management;
- Enters data and generates data reports;
- Provides light bookkeeping assistance;
- Participates in reception coverage rotation; greets guests and receives incoming calls; and
- Assists Intern team as needed with special event materials and other projects and duties as assigned.

**Qualifications:**
- Currently enrolled in Bachelor’s or Associate degree level program or other post-secondary education;
- Strong written and oral communications skills and attention to detail;
- Ability to work on multiple projects simultaneously;
- Event planning skills;
- Professional demeanor, excellent problem-solving skills, organizational abilities, and interpersonal skills;
- Ability to work with a diverse group of people, both independently and as part of a team; and
- Prior office experience is desirable.

**Application:** Apply to sandra@bader.org by Friday, August 11, 2023.

- **Cover Letter:** Please detail why you want to intern at Bader Philanthropies, your internship
objectives, and your career goals. *Please also indicate your availability (start date, end date, days, and hours you are available).*

- **Résumé**: Please list your complete educational and professional data and information about extracurricular activities.