

FRONT OFFICE INTERN - DESCRIPTION

Women Organized to Respond to Life-threatening Diseases---WORLD is seeking a Front Office Intern to assist in the managing of WORLD's front office and reception area. This is an excellent opportunity for a student or recent graduate to gain experience working in a non-profit and join an enthusiastic and collaborative team based in Oakland, CA. Questions and resumes should be directed to Casey Zirbel at czirbel@womenhiv.org.

Location: Oakland, CA

Responsibilities:

- Handles incoming phone calls, refers calls to appropriate WORLD staff or other organizations, and screens visitors who wish to access the office.
- Greets and directs visitors, volunteers, and clients who have appointments with our Peer Advocates or Outreach and Linkage Specialists.
- Works with Administrative Assistant to recruit and manage volunteers for assistance with projects throughout the year.
- Updates our social media platforms regarding upcoming events and announcements.
- Supports Administrative Assistant as needed in completion of Operations tasks
- Secure in-kind donations for food, respite care, and other program needs
- Working directly with Supervisors and line staff to support overall project needs

Qualifications:

- Must be detail-oriented with strong organizational skills
- Must have excellent oral and written communication skills
- Must be a self-starter with a positive attitude and the ability to work independently as well as with others.
- Seeking compassionate and patient individuals with an appreciation of service to their community

Commitment:

This is a 3-month commitment with the opportunity to continue into the year. We ask for 8-16 hours a week but can negotiate based on our respective schedules. Starting ASAP is also possible; We are flexible.

Day/Hour:

WORLD is open Monday through Friday from 9:00am-5:00pm. Some remote work may be acceptable.

Compensation and Benefits:

- Unpaid (but can be used for school credit).
- Letters of Recommendation may also be provided as needed.

WORLD is an equal opportunity employer committed to hiring staff which reflect the diversity of the community we serve. HIV+ women and people of color are encouraged to apply. For more information about WORLD, please visit our website: www.womenhiv.org.

How To Apply

Please send your resume and a brief message describing your interest to Casey Zirbel at czirbel@womenhiv.org, with "Front Office Intern" as the subject. In the message, please explain why you are interested and how you would benefit working with WORLD. Please include your availability and desired hours of work.