



Fall 2019 Internship Administrative Assistant Intern Duties & Responsibilities

The Fayette County Foundation is a public charity intended to help leverage charitable giving in support of the public good. More specifically, the Foundation leads in grantmaking programs, enhances the spirit of community, initiates projects to improve the quality of life, and encourages philanthropy in Fayette County. The Foundation especially relates to creating and stewarding permanent, endowed funds in support of a wide range of donor interests.

This internship is made possible because of a grant from the GIFT program of the Lilly Endowment, Inc, through the Indiana Philanthropy Alliance.

Student Eligibility:

Full or part-time undergraduate or graduate student who have completed their freshman year and are enrolled in an Indiana college or university accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools are eligible to apply.

Desired Qualifications:

- Proficient using Microsoft Word, Excel, email, and internet searches
- Excellent verbal & written communication skills
- Excellent organizational skills
- Ability to work both independently and cooperatively
- Demonstrates professionalism, efficiency, and courtesy
- Driven and hardworking
- Ability to take direction and multi-task

Duties and Responsibilities

With guidance from the Foundation staff:

- Perform administrative and office support activities for Foundation staff
- Field phone calls, receive visitors, filing, scanning documents into electronic format
- Prepare meeting materials and participate in meetings
- Update database
- Organize files
- Data entry
- Schedule meetings and manage Google calendar for the office
- Other duties as assigned

Operational Details:

- This is a paid internship, with compensation to be determined by the Executive Director, relative to the qualifications desired.
- Up to 30 hours per week - flexible schedule
- Regular office hours are 8:30A – 4:00P, Monday through Friday.
- Work will be conducted at the Foundation Building, 521 Central Ave, in Connorsville – a non-smoking office or in the community.
- Intern to start in August and work for 12 weeks.

To apply please send your resume and two references to adungan@givetofcf.com