

MILE HIGH DOWN SYNDROME ASSOCIATION  
SELF-ADVOCATE JOB DESCRIPTION

Job Title- Office Manager Intern

Position Overview-

This position reports to the Office Manager. The position assists in the general management of the office. The duties assigned are to be performed on a regular basis, but also require flexibility to assist all staff members with new projects. This position requires 6 hours a week, 3 hours Tuesday and 3 hours Thursday.

Job Functions-

- Assist Executive Director with Fundraising calls
- Assist with staffing tables at charity fairs
- Assist in maintaining files of acknowledgement letters
- Assist in filing
- Assist in creating new files as needed
- Remove all recycle weekly
- Water all plants weekly
- Assist in mailings/labels as needed
- Review/maintain list of items needed in conference room/kitchen
- Assist in completing large copy jobs as assigned
- Organize boardroom for various meetings
- Assist in assembling packets for meetings, walk, golf tournament, etc.
- Check paper level/restock all copiers

Requirements-

- High school diploma/certificate
- Must have reliable transportation
- Ability to interact/communicate with others
- Ability to work some nights/weekends as required

Other Expectations-

- Previous job experience a plus
- Professional Attire and demeanor
- Ability to follow directions
- Punctuality

Salary –

\$ 8.00/hr