

Executive Assistant Intern Summer Internship in Menlo Park LifeMoves

Position Title: Executive Assistant Intern

Main Office Location: LifeMoves Administrative Office, 181 Constitution Drive, Menlo Park, CA 94025

Time Commitment:

- 10 weeks: June 10th – August 16th
 - Full Time (40 hours/week)

Position Details:

The LifeMoves Senior Leadership Team is looking for a self-motivated, super organized, and hardworking individual who wants to learn the ins and outs and daily routines and practices of a large non-profit. Where there are not routines and practices you may be asked to help create and organize them! The Executive Assistant reports directly to the Chief Executive Officer as well as to the entire Senior Leadership Team. This includes the Chief Financial Officer, the Chief Development Officer, the VP of Human Resources, the VP of Programs and Services, the Director of Impact and Learning, as well as others. At least two days a week will be dedicated to organizing the 'X Drive'. We are looking for someone who will go through the documents, create a plan for how things will be organized and archived, and then meet 1-1 with managers to execute the organization and flow for each section of LifeMoves. This will be a tedious task, but it is extremely important to LifeMoves and you will get to know and work within every sector of the organization.

Potential Projects Include:

- Draft and organize program manuals and policy binders
- Set up trainings and training manuals
- Create and manage calendars at sites
- Set up meetings and meeting rooms including presentations, food, and information packets
- Organize documents on our "x-drive" network and work 1-1 with individuals on their folders
- Meet with the senior leadership team and help with senior leadership projects

Position Requirements/Preferred Skills:

- HS Diploma and some college
- Strong organizational skills and profound attention to detail
- Ability to problem solve
- Positive attitude, diligent work ethic, and highly proactive
- Ability to work with many people and teams across the agency

Learning Outcomes:

- Acquired Insight into strategic decisions regarding LifeMoves programs, operations, and client population
- Demonstrated awareness of community and/or organizational issues
- Practiced public speaking skills and synthesizing information for presentation
- Developed understanding of the needs of homeless and newly housed adults and families
- Applied your knowledge, skills, and experience to a work environment
- Demonstrated professional skills in the workplace
- Built and maintained positive professional relationships
- Developed networking relationships with LifeMoves staff, donors, volunteers, and/or partner agencies
- Engaged with program processes for one of the largest and most effective nonprofit agencies serving homeless populations in the SF Bay Area

Compensation: Unpaid

Supervisor: Executive Assistant to Senior Leadership Team, Anneliese Gretsch