



WOMEN'S FEDERATION FOR WORLD PEACE, USA

Administrative Assistant Intern

LOCATION: Combination working remotely from home and from NYC office

HOURS: 8 to 15 hours per week, flexible

COMPENSATION: Unpaid

Women's Federation for World Peace (WFWP) is a non-governmental organization in general consultative status with the Economic and Social Council of the United Nations and in association with the UN Department of Public Information. As an organization of women, we adhere to the principle that by working together, taking initiative, and empowering one another across traditional lines of race, culture, and religion we can create healthy families and resolve the complex problems of our societies and world.

INTERNSHIP DESCRIPTION

WFWP interns are an integral part of our team and will gain first-hand experience in how a national non-profit organization is run and contributing to it on the staff level. The Administrative Assistant Intern will work closely with our WFWP Administrator to ensure the efficient day-to-day operations of the office. Tasks include assisting with creating national summary reports and Powerpoint presentations, helping with mass mailings, organizing and digitizing archives, as well as other general administrative tasks as needed.

Though we are happy to accommodate interns' schedules, we require interns to be reliable and consistent in their commitment. If applicable, we will work with you to facilitate receiving academic credit for your internship.

DESIRABLE ATTRIBUTES

- Strong interest in WFWP's work
- Familiarity with vision, mission and Founders of WFWP
- Ability to represent WFWP in a professional manner
- Prior experience and/or education in administrative work or non-profits a strong plus
- Excellent verbal and written communication skills
- Well organized with strong attention to details
- Ability to work well independently and in a team
- Willingness to learn quickly and juggle multiple assignments
- Proficiency in Microsoft Office (Word, Excel, Powerpoint) a must

HOW TO APPLY

Send your resume and cover letter to Katarina Connery, kconnery@wfp.us, with the subject line "Administrative Assistant Intern." If selected, we will contact you for an interview.