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## Administration Internship

Fundación BAI's organizational vision is to be the catalyst for change, encouraging people to live healthy lives in which knowledge, prevention and treatment of HIV/AIDS replace fear, discrimination and prejudice. Our vision for all internship programs is to provide interns with practical, real-world professional experience in the track that best suits their interests and experience. Interns will work with Coordinators to develop and complete a unique project during their time with BAI. Cultural sensitivity, flexibility and personal initiative are essential traits for all internship tracks.

### About the Internship

**Administrative Interns** provide support to staff and office visitors by handling a variety of tasks in order to ensure that interactions between the foundation and others are positive and productive. Interns must be comfortable with computers and general office tasks, and must excel in both verbal and written communications.

### Preferred Skills

- ✓ Office management
- ✓ Polite and professional demeanor
- ✓ Attention to detail
- ✓ Ability to write business correspondence, reports and procedure manuals
- ✓ Ability to effectively present information and respond to questions from groups of staff, clients and the general public

### Typical Tasks

- Prepare reports, presentations, operational documents and other communications containing descriptive, analytical and evaluative content related to business and operational activities
- Help design and update organizational and programmatic brochures, fliers, etc.
- Monitor and maintain the inventory of stockroom materials
- Update the activity calendars and inform volunteers of event changes
- Prepare the office for meetings, presentations, etc.
- Provide real-time scheduling support by booking appointments and preventing conflicts
- Assist the Administrative Coordinator with maintaining the volunteer database

Visit [www.fundacionbai.com](http://www.fundacionbai.com) to submit your application! Fundación BAI accepts interns year-round.