



Operations & Administrative Intern

The Autism Society of Northern Virginia is currently seeking an Operations & Administrative Intern for the summer.

The Operations & Administrative Intern will assist the Managing Director with office management, administration, website updates, and more. The ideal candidate will be interested in nonprofit management, disability services, or nonprofit operations.

Duties include but are not limited to:

- Managing administrative & office duties while on site at the office (such as answering the phone, greeting any visitors, etc) and serving as a point of contact for basic inquiries
- Updating the ASNV website and creating web forms and content
- Managing email and contact lists
- Preparing reports and materials for the Managing Director, as needed
- Processing and acknowledging donations
- Entering information into the database
- Drafting flyers, memos, and other documents
- Other duties as assigned

Work will be done on-site at our Oakton office (public transit accessible), at events, and through telework. Flexible schedule to accommodate classes or other employment; intern will be expected to put in 15-20 hours of work per week for 12 weeks, with a stipend of \$300/month.

Applications will be considered on a rolling basis with priority review to those applications received by May 5, 2017. Internship will run May 22 – August 11.

Knowledge of or experience with MailChimp, Wufoo, NonProfitEasy/Fundly, Wix, Publisher, or G Suite considered a plus. Intern must be comfortable interfacing with new software and eager to acquire new skills if needed.

ASNV values diversity. People of color, women, LGBTQIA+, and disabled individuals are especially encouraged to apply.

To apply, please email a resume and a cover letter that explains why you are interested in this internship to director@asnv.org with the subject line "Operations & Administrative Intern Application."