



*When we stand united, **our** voice cannot be ignored.*

Administrative Assistant Intern

Do you have excellent organizational skills, strong attention to detail, and a heartfelt desire to change the world? Our Voice needs you!

Our Voice is committed to changing the political landscape by empowering others to run for office and become more active in politics. Our Voice is a post-partisan movement, operating outside of political parties and uniting in an organized movement for change.

As an Administrative Assistant Intern, you will be responsible for general clerical duties to support the organization and its leaders. Your responsibilities may include:

- Create Human Resources policies that benefit the organization
- Photocopying, faxing, and mail distribution
- Maintaining organizational records, creating expense reports, and filing
- Conduct reference checks and employment verifications
- Making travel arrangements, coordinating events, and handling logistics
- Creating and modifying documents using Google Documents or Microsoft Office
- Create correspondence, perform data entry, and scan documents
- Manage calendars and schedule meetings
- Run company errands, order office supplies, and maintain inventory
- Complete other administrative duties as assigned

This role is open to all students, with preference given for Human Resources and Business Administration majors. Ideal candidates will have prior work experience in an Administrative, Operations, or Support functions.

This position begins May 1st and ends August 31st, with possible extensions for those who excel. This is an unpaid Internship.

Please send resume and/or qualifications to: info@ourvoiceinitiative.org or use our [Online Sign Up Form](#).