



**Job Description: ADMINISTRATION OFFICER INTERN**

**Organization:** Domestic Kindness Nonprofit Organization

**Location:** Remote and in-person

**Duration:** 5 months to a year or more (Based on the university)

**Position Overview**

The Administration Officer Intern will assist in coordinating and overseeing the daily operations of the Domestic Kindness Nonprofit Organization. The intern will help break down goals into tasks and manage communication, jobs, and workers. This person will maintain records and support the organization's overall operational needs, ensuring that policies and procedures are consistently followed.

**Key Responsibilities**

- **Calendar Management:** Maintain an up-to-date calendar of meetings, events, and important deadlines for the team.
- **Scheduling & Coordination:** Schedule meetings, appointments, and follow-up communications as required. Ensure meetings are set promptly and that all necessary participants are informed.
- **Reminder Notifications:** Send out timely reminders for upcoming meetings, deadlines, and tasks to the team, volunteers, and stakeholders.
- **Follow-up Communication:** Ensure that all follow-up communication, including post-meeting notes, reminders, and action items, is sent promptly.
- **Records & File Maintenance:** Assist in organizing, storing, and maintaining records, both digital and physical, ensuring they are accessible and up-to-date.
- **Project Tracking:** Monitor progress on ongoing projects, ensuring deadlines are met and project goals are being achieved.
- **Policy & Procedure Compliance:** Support the team in following established policies and procedures, providing reminders when needed, and ensuring consistent implementation across the organization.
- **General Office Support:** Provide administrative support to the team, including assisting with various tasks as needed to support the smooth operation of the organization.

**Qualifications**

- Belief in the mission of Domestic Kindness (to equip churches to be part of the solution to domestic abuse).
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficiency with Microsoft Office Suite or similar tools (Google Docs, etc.).
- Ability to work independently as well as part of a collaborative team.

**How to Apply:**

Please submit your resume and a cover letter explaining your interest in the internship and how your skills align with the responsibilities outlined above to [domestickindness@gmail.com](mailto:domestickindness@gmail.com).