



Athens Oconee CASA Executive Intern Job Description

(Revised 2/13/2024)

Purpose

Our mission at Athens Oconee CASA is to engage families in our community and the courts to promote safe, stable, and nurturing living environments for children.

An Athens Oconee CASA intern will have the unique opportunity to get a deep insight on how to effectively manage and support a non-profit organization. They will have the opportunity to better understand non-profit best practices, human resources, program management, board functioning, volunteer management, fundraising, etc. Many of the tasks and projects will be behind the scenes work that is necessary for the organization to run smoothly. Individuals who have a passion for social work, non-profit management, a positive attitude, and have a strong desire to help the Athens Oconee CASA vision become a reality, will thrive in this position.

Environment:

The intern will be expected to work from 10-25 hours per week. The general office hours are from 9:00 am-5:00 p.m. However, this can vary depending on what is happening with the organization at that time. This is currently an unpaid internship, but we will help with class credit and potential funding through the University. Working independently and from home is sometimes required if staff are not physically in the office. You may also be required to work special events outside of working hours. Inner-city travel will also be required. This position involves assisting the Executive and Program Directors.

Supplies/Skills/Requirements:

- Possess your own laptop, mobile phone, and transportation.
- A working knowledge of Outlook, Microsoft Teams, Google Suite, Canva, and/or a willingness to learn these platforms.
- Have the ability to work in a fast-paced and changing environment. Be flexible to changes to daily scheduling and atmosphere.
- Have the ability to multitask.



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- Be punctual and reliable.
 - Must pass a comprehensive criminal background check including the child abuser registry.
 - Satisfactory references.
 - Maintain Confidentiality.
 - Have the ability to work effectively individually or in a team setting.
 - Have the ability to plan ahead, take initiative, and anticipate needs when oversight is not readily available.
 - Have the ability to maintain professionalism in a variety of settings even when others are less than professional.
 - Be able to sit for long periods of time and lift at least 25 pounds.
 - Well organized, flexible, and creative.
 - Clear and direct communication.
 - Excellent writing and editing skills.
 - Demonstrate a follow-through on commitments, with accountability for own actions.
 - Demonstrated objectivity and respect of all people regardless of socioeconomic background, culture, religion, sexual orientation, disability or gender and experience working with culturally diverse populations.
 - Excellent oral communication skills, including the ability to maintain objectivity.
 - Welcome feedback; calmly evaluate and make mindful, strategic decisions in emotionally charged situations and in the absence of complete clarity.
 - Able to manage and complete multiple tasks in a timely manner and understand how to prioritize those tasks efficiently to meet deadlines.

Responsibilities:

- Communicate in a timely fashion (respond to in-office messages, phone calls, and emails same day, even when not working internship hours).
- Attend and take clear and comprehensive notes in internal and external meetings.
- Attend and participate in organizational events such as fundraisers and social events.
- Be responsible for facilitating and taking charge of your internship with your internship liaison and Athens Oconee CASA staff. Know your own internship requirements prior to beginning internship with Athens Oconee CASA.
- Engage in community relations for the purposes of recruitment and donor relations.
- Have the ability to call businesses and organizations for donations.



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- Go out into the community to promote training and other Athens Oconee CASA events through flyers and verbal communication.
 - Display a willingness and drive to promote the Athens Oconee CASA mission to the community.
 - Display initiative in reaching out to a variety of organizations.
 - Assist with front desk administration.
 - Provide hospitality to all guests and help to create a welcoming environment.
 - Communicate with clients at the door to ensure appointments are kept and needs are met.
 - Answer all calls and forward information to those needed.
 - Ensure front desk coverage if unavailable.
 - Handle all information inquiries via phone, email, or in person; document communication in ELEO/Teams/email and resolve or forward to appropriate program.
 - Performs clerical and administrative tasks including drafting letters and memos.
 - Assist with Athens Oconee CASA fundraising.
 - Attend fundraiser events; help with set up and break down; create marketing material for events; distribute marketing material within the community.
 - Be able to take part in grant writing.
 - Locate new grant opportunities and match them with the programs within CF. Apply if able.
 - Facilitate percentage nights.
 - Assist Executive Director (ED) with donor engagement and management.
 - Handwrite thank you cards. Enter new donations into the donor management system with all tracking info and personal info. Create tax exempt letters.
 - Gather information and pictures and ensure that information in the Annual Report is accurate.
 - Assist staff with Facilities Management.
 - Do small maintenance around the house (change light bulbs, take out trash/recycling as needed, replace paper towels or toilet paper as needed, sweep/vacuum interior floors or sweep exterior as needed).
 - Human Resources Development
 - Help plan staff lunches by taking polls and scheduling events.
 - Send out birthday/anniversary cards; virtually notify staff about the availability.
 - Organizational and Structural Management
 - Inventory office items such as swag, office supplies, cleaning supplies. Notify appropriate staff when orders need to be made.
 - Help create board structuring and development.
 - Assist ED in agenda development and board tracking.
 - Prepare, attend, and participate in Board Orientation and Committee meetings; take notes as needed and track information for ED.
 - Data Management: Research invoices, reports, and other documents.
 - Ensure that information on donors is accurate and updated in our donor management system.
 - Virtual and in-person filing.
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- Other macro-level non-profit work.
 - Bring creative ideas to the team on how to expand the above items.

Attire:

- Business Casual (in office and at meetings)