

# Office Administration Assistant Intern/Volunteer

**Non-Profit Organization: Community Partners in Caring, Santa Maria, CA**

**Work Schedule: 15 hours per week and flexible in terms of days and time, but must conform to current office hours.**

**Office Hours: Monday – Friday, 9am – 4pm; occasional Saturday hours.**

*Exciting internship opportunity* with Community Partners in Caring (CPC). For Allan Hancock Community College students, there is a potential to earn transferrable units and further acquire and develop real workplace experiences and employability skills. This is also a great opportunity to *get involved with the community* in which you live and attend college. Refer to page two for information regarding CPC.

## **Details on the Internship**

We are looking for a student interested in developing skills as an Office Administration Assistant. The Intern will assist our Volunteer Coordinators at CPC. Bilingual (English/Spanish) is desired, but not a requirement. Duties include: answering phone calls and taking messages; prepare correspondence for mailing; data base updates; print and photo copy; prepare packages; meeting room set-up and take-down; room scheduling; general filing and record keeping; other general clerical duties as needed.

## **Qualifications Profile:**

Knowledge of: office management techniques and organizational skills; written business communications; software knowledge (Word, Excel and Power Point); records management; correct English usage, spelling, grammar, and punctuation; formatting; and office methods, procedures, and equipment, including filing systems; receptionist and telephone techniques.

Interested in developing skills to: communicate effectively, both orally and in writing; develop and maintain cooperative relationships with those contacted during the course of work; understand and carry out oral and written directions; organize work load, and establish priorities; learn and interpret specific rules, procedures, and policies, and apply them with good judgment in a variety of situations, and establish and maintain office records and files.

Intern must ensure on-time arrival for work and possible travel to locations/meetings.

## **Job Type: Internship; non-paid**

### **APPLICATION PROCEDURE:**

To be considered, please submit the following application materials to our office:

- A current resume to [partnersincaring.vpc@gmail.com](mailto:partnersincaring.vpc@gmail.com)

Please put the Job Title in the subject field of your email message

## **About Community Partners in Caring**

Our mission is to provide volunteer support services that allow our senior population to live independently while maintaining dignity, respect, and quality of life.

Services we currently provide:

- **Transportation (door-through-door)**  
A volunteer will drive a client to medical, social, or service appointments by picking them up from where they live, escort them into the appointment location, and then return them to their home (door-through-door). For example, clients may have a doctor's appointment, may want to meet friends for lunch, go to church, or need the services of a lawyer, tax accountant, or other service professional.
- **Telephone Reassurance**  
A volunteer will call one of our homebound senior in order to visit with them over the phone.  
Limit: 1 hour per week
- **Friendly Visits**  
A volunteer will visit with a client in their home. Activities depend on the client. For example, some clients like to play cards or board games, others like to sit and talk.  
Limit: 1 hour per week

Services we will be providing in the near future (Dec 2017):

- Shopping & Errands
- Respite Care
- Paperwork Assistance
- Minor Home Repairs
- Yardwork
- Light Housekeeping