



Position Administrative Intern

Location Los Angeles, CA

About RI: Relief International (RI), an international relief and development agency with cross-sectoral programs bridging relief and development, currently seeks an Administrative Intern.

Position Summary:

The Intern assists the Executive Office with administrative tasks and special projects as needed.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

- Type correspondence, reports, and other material on a variety of general, program and technical subjects. Gather, receive, sort, analyze and summarize material and data.
- Answer telephones, process incoming mail, and send faxes as needed.
- Facilities Maintenance: ensure that common areas are always professional.
- Maintain filing system, database entry, typing, faxing. Archiving files, preparing and transporting them to storage.
- Recycling maintenance: Newspapers, paper, electronics, and other items as needed.
- Inventory/maintain donated item bank.
- Perform internet, library, and field research as directed.
- Participate in fund raising as required on a per project basis.
- Inventory control and purchasing. Determining supply levels, preparing purchase requisitions for submission.
- Assist Administration/Finance/Human Resources/Program departments as required.

QUALIFICATIONS & REQUIREMENTS

- Interest in International Relations, Humanitarian Assistance, Development, and/or Non-profit Management
- Excellent written and organizational skills. Prior administrative and finance experience a plus
- Self-motivated, independent, ability to handle a variety of tasks simultaneously
- Must present professional attitude and attire at all times
- Strong attention to detail and a quick learner
- 15 hours minimum; M-F varied schedule

Salary: Unpaid, monthly transportation stipend and academic credit available

Application Procedure: To be considered for this recruitment, please submit a cover letter, resume, 3 professional supervisory, and date of availability to intern@ri.org. The email subject line should include the following: Admin Intern- LA.