



Amizade Internship Opportunity

Amizade Global Service-Learning seeks a highly advanced, professionally responsible, and hardworking individual for the following position:

Operations Intern

This position will be filled by a highly motivated self-starter with demonstrated relevant skills.

Amizade is a Pittsburgh-based 501(c)3 nonprofit organization dedicated to empowering individuals and communities through service and learning worldwide. Since 1994, we've connected nearly 7,000 individuals with community-driven service in 12 countries.

Interns will gain skill sets and insight relevant to the daily operations of a small and growing global nonprofit social enterprise organization with operations in 12 countries and 16 communities around the world. More information on the particular position follows below.

Position Responsibilities:

- Learn the basics of human resources management, bookkeeping, and programs management.
- Work with Amizade's database in all levels of donations from input to thank you letters.
- Assist Director of Operations in data entry and account reconciliation using QuickBooks.
 - Organize receipts and expense reports.
 - Establish dialogue with staff and site directors to ensure accuracy of reports and an understanding of programs.
- Learn and master office procedures and policies.
- Maintain Salesforce CRM database.
- Ensure steady functioning and flow of office.
- Assist in various office management tasks.
- Assist Executive Director and other senior staff on other relevant projects.

Required Qualifications:

- Student status in a related field.
- Excellent organizational skills and attention to detail.
- Maturity to handle sensitive information.
- Proficiency with Excel and willingness to learn Amizade's financial and database protocol.
- Ability to work independently.
- Flexibility to take on new and varied tasks as needed.
- Familiarity with QuickBooks or Xero desired but not required.

Interns are expected to work a minimum of 20 hours per week.

To apply: Please send a cover letter, resume, contact information for three references, and (1 page) writing sample to katie@amizade.org.

www.amizade.org

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Amizade is a non-profit 501(c)3 organization