



## MUSLIM WOMEN'S ORGANIZATION

### **MWO Administrative Intern**

FLSA Status: Non Exempt

#### **General Description**

The Muslim Women's Organization (MWO) is a Central Florida based 501(c)3 non-profit charitable organization dedicated to providing Muslim women the opportunity to enrich their lives through community service, personal development, and outreach. MWO is working towards a world where every Muslim woman has the opportunity to lead in the service of humanity. In an effort to train new women to lead in the nonprofit sector, and help manage the organization's growing needs, MWO is seeking an Administrative Intern to work closely with the Executive Director along with the rest of the MWO team members. The candidate will be responsible for a broad range of advanced clerical, secretarial, and administrative support duties. Ideal candidate exercises initiative, independent judgment and discretion in carrying out assignments.

#### **Essential job Functions**

1. Performs, coordinates and supports clerical and logistical activities for all MWO related events.
2. Sends monthly emails and updates social media platforms, as needed.
3. Creates, types, and edits a broad range of correspondence, documents, and reports under general supervision.
4. Creates forms and spreadsheets for attendance, volunteers, and donor logs.
5. Maintains current files for the organization, including files for internal and external correspondence via paper and on the online drives.
6. Updates calendar of events and meetings on website, as well as internally for the organization through shared online calendars.
7. Manage and coordinate information booth at MWO and community events.
8. Assists with community outreach, including researching and finding new partners and vendors, and communicating with existing partners and community organizations.
9. Other duties as assigned.

#### **Qualifications**

1. Experience working with non-profit organizations, as a volunteer, an officer, or board member (at least 1 year)
2. College student majoring in Business, Non-profit Management, Public Administration, Communications, or related field. High school student with leadership experience (LIT Certification preferred)
3. A commitment to equity and inclusion
4. Must be able to perform all of the essential functions of the job with or without reasonable accommodation



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### **Knowledge, Skills, Abilities**

1. Strong computer skills, especially in the MS Office and Google Apps (Gmail, Calendar, Drive, Docs, Forms, etc...)
2. Ability to communicate effectively orally and in writing.
3. Strong interpersonal skills.
4. Ability to multi-task, work independently, and take initiative.
5. Ability to work effectively in a diverse community and meet the needs of diverse populations.

### **Commitment**

This position is a telework position and will require the intern to be based in the metro Orlando area. Intern is required to have one weekly meeting/call with an MWO Team member. Additionally, must have access to the internet and be available to work for a minimum of 5 hours per week independently. If needed, a laptop computer will be provided. The Internship is for the Fall 2018 and Spring 2019 semesters (October 1, 2018 - April 1<sup>st</sup>, 2019).

***Please note this is an unpaid internship.***