

ADMINISTRATION

INTERNSHIP

GlobalAustin serves to foster global exchange and to promote citizen diplomacy for Austin, Houston, and surrounding communities. Key GlobalAustin staff and volunteers provide support to other areas of our organization, serves as a face to the public, assists with organization-level goals, and generally keeps the GlobalAustin office running smoothly. An administrative internship may involve work in any of the diverse areas that fall under administration and operations, including accounting, database management, facility management, information-technology, marketing and communications, and relations with GlobalAustin members and/or the Board of Directors. This position offers the chance to learn a broad range of skills that will be useful in any nonprofit or for-profit workplace.

POSITION INFORMATION

Specific Responsibilities include:

- Data entry
- Writing, editing, and formatting text
- Reading and summarizing information
- Making phone calls
- Document preservation
- Printing and copying

Qualifications & Skills:

- Attention to detail
- Ability to work with confidential information
- Strong written, verbal, and telephone communication skills
- Ability to work as part of a team as well as individually
- Strong organizational skills and the ability to prioritize
- Ability to provide and accept feedback
- Strong customer service skills
- Punctuality and precision

INTERNSHIP DETAILS

Our unpaid internships are approximately 10-15 hours per week and offer hands-on experience working for a nonprofit organization in both office and virtual settings. Interns receive a complimentary student membership for one year and can attend public GlobalAustin events for free during their internship.

Internships are available for Spring, Summer, and Fall semesters. Longer, rotational internships are available on a case-by-case basis. Exact start and end dates are based upon capacity and organizational needs. Academic credit is available for relevant areas of study.

