



The  
**PRESIDENTS' COUNCIL**

*Building Economic Empowerment*



The  
**PRESIDENTS' COUNCIL**  
*BUSINESS CHAMBER*



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F O U N D A T I O N

## **The Presidents' Council Administrative Intern**

**Supervisory Responsibilities:** N/A

**Contacts:** Students, parents, board members, constituents, vendors, funders, and general public

**FLSA Status:** Intern

**Hours:** 15-20 hours per week required

Acting as a catalyst for inclusion, The Presidents' Council *Supports, Develops, and Advocates* for our region's current and future generations of African American entrepreneurs and leaders for sustainable wealth creation through *The Presidents' Council Investor's Group, The Presidents' Council Foundation, The Presidents' Council Business Chamber, and The Presidents' Council Political Action Committee*; affecting influence and accountability at ALL levels that directly impact African American businesses and the communities we serve.

The Presidents' Council, located in downtown Cleveland with convenient access to public transportation, seeks to hire a high energy **Administrative Intern** to assist the Office Administrator with daily office functions. As an intern you are expected to work 15-20 hours a week.

### **Key Responsibilities:**

- ✓ Answer phones and direct all incoming calls to the appropriate party promptly and efficiently
- ✓ Retrieving mail
- ✓ Bank deposits
- ✓ File
- ✓ Assist staff as assigned on special projects such as fundraising events, golf outing, annual meeting and other organizational events
- ✓ Copying, mailing and faxing
- ✓ Ensure office organization and cleanliness
- ✓ Other tasks as assigned

### **Key Attributes:**

**Communication Skills:** friendly, engaging and able to establish communication in an appropriate manner. Interns are people who are in partnership with, and in authentic communication with staff, clients, constituents and community partners at all levels.



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**Team Work:** ability to work in a small team as well as be independent enough to work on projects individually. Attention to detail is very important given that we have multiple programs functioning at all times. Interns work well with others and are able to take initiative while remaining accountable to The Presidents' Council policies.

**Resilience:** demonstrate commitment and reliability whilst remaining flexible and sensitive to a given situation. Remain calm under pressure and can give and accept constructive criticism without becoming defensive.

**Outlook:** demonstrate a generous and positive outlook, self - confident and enthusiastic; open to learning from PC staff as well as developing mutual interests.

**Confidentiality:** respect the confidentiality of information shared within the organization whilst remaining accountable to The Presidents' Council policies.

**Reports to:**

Overall accountability to Executive Director;

Direct management by Office Administrator

**Length of Service:**

Determined by college quarter/semester, or 3 months.

**Time Commitment:**

15-20 hours per week. Hours are flexible.

**Qualifications:** Self-motivated, high standard and personal accountability.

- ✓ Strong communication and writing skills.
- ✓ Ability to thrive in a fast pace environment.
- ✓ Strong computers skills, knowledge of MS Office Suite.



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**Support:**

Training for this position will be provided. In addition, senior staff will provide daily instruction and be readily available for questions and assistance.

**Educational Requirements:**

Enrolled in 2 – year or 4 – year college/university or recent graduate

**Compensation**

Internships may be **paid or unpaid positions; and may be eligible for credit hours through college or university programs.** This position will provide valuable experience for anyone that has career interest in nonprofit management, business, entrepreneurship, and/or exploring career options. You'll work in a professional and exciting environment that will provide strong challenges with great experiences.