



Office Administration Intern

Position Status: Hourly, Temporary (through 2024)
Compensation: \$20.00 per hour /15-20 hr week,
Benefits: Mileage and Expense Reimbursement
Location: Miami, FL (in-person)
Reports to: Chief of Staff

ABOUT ENGAGE

Engage Miami builds civic equity and power through voter engagement and local and state issue organizing. We center young voters and leaders ages 16-35, building young people's political power in majority Black and Latinx communities. Our mission is to build a more just, democratic, and sustainable Florida by developing a local culture of civic participation for young people that is bold, creative, and impactful.

JOB DESCRIPTION

Engage Miami seeks a motivated and organized Office Admin Intern to join our team in Miami, Florida. As an Office Admin Intern, you will play a vital role in ensuring the smooth operation of our office by handling a variety of administrative tasks and supporting our team with essential functions.

ROLE AND RESPONSIBILITIES

- **Inventory Tracking:** Monitor and maintain office inventory levels, including office supplies, equipment, and other resources.
- **Organizing Supplies:** Ensure that office supplies are well-organized and easily accessible for staff.
- **Accepting Deliveries:** Manage and log incoming deliveries, ensuring items are correctly received and distributed to appropriate departments.
- **Office Mail:** support administering incoming and outgoing office mail with cross-departmental coordination as needed
- **Administrative Support:** Assist with filing receipts, processing invoices, and performing other administrative tasks as needed.
- **Special Projects:** Contribute to and support various special projects and initiatives as assigned by the Chief of Staff.
- **Event Assistance:** Aid in the planning and execution of office events and meetings, including setup, coordination, and follow-up.

QUALIFICATIONS & SKILLS

- **Skills:** Strong organizational skills, attention to detail, and the ability to multitask effectively.
- **Communication:** Excellent verbal and written communication skills.
- **Technical Proficiency:** Familiarity with Google Workspace (Docs, Sheets, Slides) and or/ Microsoft Office Suite (Word, Excel, PowerPoint) and other common office software.



- **Approach:** A proactive, enthusiastic approach with a willingness to learn and take on new challenges.

Applications will be reviewed and candidates invited to interview on a rolling basis. If interested please apply as soon as possible. Not sure if you meet the qualifications? We'd still love to see your application!

To apply, email hring@engage.miami. Please put in the subject line **Full name/Office Admin intern** and include your resume and a brief statement (*no more than 5-7 sentences*) sharing why you are interested in the position and believe you would be a strong applicant. Alternatively, you may attach a video or audio file sharing your responses to these prompts.

Individuals who are Black, Indigenous, immigrants, or people of color, and LGBTQ+ individuals are strongly encouraged to apply. All ages are encouraged to apply. Engage Miami is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity, disability, veteran status, or any other class protected by law. Assistance and/or reasonable accommodations during the application process are available to individuals upon request.