



Operations Intern | Engage Miami & Engage Miami Civic Foundation

Job Title: Operations Intern
Location: Miami, Florida (remote)
Internship Start Date: June 15th

Part-time/ Seasonal: \$15/hour, 10 hours per week
Position Reports to: Operations Manager
Internship End Date: August 15th

JOB DESCRIPTION

Engage Miami seeks an Operations Intern to support daily operations with administrative duties, financials, and human resources processes. This internship will be a co-created learning experience that will cultivate valuable financial administration and organizational management skills. An ideal candidate is an enthusiastic learner who can take initiative, ask questions, and meet deadlines.

Responsibilities may include:

- *Financial management* (supporting the Ops Manager with invoicing, tracking of restricted funds, liaising with vendors and outside contractors).
- *Human Resources* (researching best practices surrounding employee handbook policies, systems integration, feedback forms and employee morale).
- *Administrative tasks* (assisting with email responses, follow up on ongoing projects, organizing tasks with Asana, and supporting remote transition efforts).

Gains:

- Operation and financial administration experience
- Development of hard skills (quickbooks, payroll) and soft skills (communication, project management, etc.)
- Experience working with nonprofit, social welfare, and electoral organizations (including those of 501 c3, 501 c4, and fiscal sponsorship status).

Ideal candidate:

- Can work with spreadsheets (primarily Google Sheets) and is comfortable looking at financial transactions, complex tracking systems, and numerical data.
- Is interested in exploring career options in finance, administration and/or human resources.
- Can work in a fast paced environment.
- Is committed to democracy, justice, and sustainability.
- Strong communication skills (willing to ask for help, ask questions, and work with many moving pieces).
- Is responsible, has great follow through, and will diligently double check work to ensure accuracy.

Women, people of color, individuals with disabilities, 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.

Applications accepted on a rolling basis with a **June 1st, 2020 priority deadline. To apply, send an email expressing your interest and qualifications to isa@engage.miami with a resume attached as a pdf.**