

Roosevelt Park Ministries
Administrative Assistant Intern
Available Summer, Fall 2022, and Winter 2023

This position requires a responsible and personable individual to provide holistic support for residents of the Roosevelt Park Ministries' neighborhood and surrounding area through giving warm welcome, answering phones, translating basic documents, and giving out information about our services and programs. Roosevelt Park Ministries is a non-profit organization located in the Roosevelt Park area of Grand Rapids. This opportunity will allow the student to utilize both Spanish and English skills. The internship requires 8-10 hours per week for 12-15 weeks or more, and days and hours can be negotiated. The internship is unpaid.

Duties:

- May assist in fundraising events and development of program documents
- Distribute the mail, process outgoing mail – may help with office supply orders
- Translate documents as requested
- Organize payroll and ensure legal and ethical transactions within RPM
- Assist staff with such tasks as information gathering, data entry, collating packets, production of marketing materials, and recruitment phone calls
- Help to create the quarterly newsletter for RPM
- Listen for and transcribe telephone messages

Qualifications:

1. Bilingual Spanish/English skills required
2. Strong listening and relationship skills with a history of treating people with dignity and respect
3. Basic computer skills required

To Apply: Please send a cover letter and resume to info@rooseveltparkministries.org



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