Administrative Assistant Internship

Position: Administrative Assistant Intern
Commitment: Part-time (6-20 hours per week) | 6-12 months | Unpaid/FWS
Location: Remote

H.U.G. (Help Us Grow) is seeking an Administrative Assistant Intern to provide essential support in managing daily operations, coordinating administrative tasks, and assisting with internal communications. This role offers hands-on experience in organizational management, communications, and administrative coordination within a flexible and collaborative remote work environment.

Key Responsibilities:

● Create and manage PowerPoint presentations for meetings, training sessions, and reports.
● Prepare reports, documents, and meeting materials, ensuring accuracy and professionalism.
● Assist with scheduling and coordination of virtual meetings, including note-taking and follow-ups.
● Support general administrative tasks, such as organizing files, managing email communications, and handling data entry.
● Assist with internal and external communications, including drafting emails and updating documentation.
● Provide support for event planning and coordination, as needed.
● Perform other administrative tasks as assigned to enhance operational efficiency.

Qualifications & Skills:

● Currently enrolled undergraduate/graduate student (preferred fields: Business Administration, Communications, Nonprofit Management, or a related field).
● Strong organizational and time-management skills.
● Excellent written and verbal communication skills.
● Proficiency in Microsoft Office Suite, Google Workspace (Docs, Sheets, Slides), and Zoom.
● Ability to prioritize tasks, meet deadlines, and work independently.
● Spanish language skills are desirable but not required.

Why Join H.U.G.?

● Gain practical experience in administrative and organizational management.
● Work in a supportive, flexible, and mission-driven environment.
● Enhance your skills in communication, event planning, and project coordination.

Join us and be a key part of supporting H.U.G.'s mission!