

AIDS Housing Association of Tacoma
Three Cedars
301 North L. Street
Tacoma, WA 98403

Internship Position – Spring Quarter, 2007

Position Title: Administrative Assistant

Duties/Responsibilities:

Work with the Volunteer Coordinator to develop, implement, document, and maintain effective administrative and financial systems, including:

- Administrative information processes
- Disaster recovery plan
- Records Management processes
- Developing a simple and effective filing system

Provide support to the Administrative staff as needed, including:

- Compiling, formatting, and reporting data
- Coordinating inter-agency activities and resources as needed
- Participation in educational opportunities to increase general knowledge and understanding of non-profit organizations
- Filing, data entry, and other miscellaneous clerical tasks

Qualifications:

- Skilled in basic computer applications, including Word, e-mail, and internet tools
- Strong organizational, problem-solving, and information access skills
- Experience in planning and implementing daily work and projects for self and others
- Strong time management skills with flexibility in scheduling
- Ability to work both independently and as part of a team
- Ability to coordinate ideas with others to produce desired results
- Strong writing and verbal communication skills
- Strong creative and critical thinking abilities
- Caring and compassionate
- Able to give and receive support