



## Administrative Assistant Intern

### Responsibilities:

- Provide office and phone coverage as needed.
- Enroll students in classes, answer questions about programs, greet visitors, etc.
- Enter data and maintain accuracy of student database, donor database, volunteer database, partner database, etc.
- Work with staff to plan and execute events.
- Assist with bulk mailings.
- Distribute promotional materials in the community.
- Work with staff to develop marketing strategies for programs and events.
- Write content for newsletters, press releases, website and social media to promote the programs of the BAC.
- Assist with the receipt of in-kind donations, process and record.

### Qualifications:

- Priority will be given to individuals currently enrolled in college.
- Prior experience in an office (preferably in a non-profit).
- Excellent communication, writing and organizational skills.
- Professional and patient.
- Proficient computer skills including Microsoft Office.
- A willingness and ability to learn new skills.
- Love and appreciation of art!

To apply for an intern position, please send resume and letter of interest to [office@brooklineartscenter.com](mailto:office@brooklineartscenter.com). Please include the title of the intern position you are applying for in the subject.