

ADMINISTRATIVE ASSISTANT INTERNSHIP DESCRIPTION

Job Summary

We are looking for a responsible and resourceful Virtual Assistant to join our team. Working remotely, the ideal candidate should be tech savvy, detail oriented, able to communicate through multiple channels, and super organized.

Research & Administrative Support

- Draft and proofread program documents, presentation material as needed.
- Prepare project tracking, reports and success stories.
- Conduct research as needed
- Other administrative tasks as delegated

Social Media

- Familiarity and facility with mainstream social media platforms, including but not limited to Facebook, Twitter, Yelp, Google+ and LinkedIn.
- Updates Facebook Instagram and Twitter account
- Responds to posts or comments to bring value to user's interactions with Immigrant Community Services (ICS)
- Posts updates, news and announcements in a timely manner using appropriate content.
- Performs research to find articles stories, resources, or other content that is relevant to our customer base and posts it to our Facebook, Instagram and Twitter pages in a manner that invites conversation and interaction.

Apply if you are:

- Detail oriented, and creative self-starter not afraid to take initiative
- A great communicator (both written and spoken, especially on the phone)
- Achieve high performance goals and meet deadlines in a fast-paced environment
- Must be available to work at least 5 hours a week

To apply:

Please send your resume and cover letter to info@immiserve.org. Resumes without a cover letter will not be considered.