

**OPERATIONS INTERN**  
**POSITION**

Bader Philanthropies, Inc. seeks an Operations Intern who will assist with the Foundation's convenings and special events, data entry, facilities management, presentation materials, bookkeeping, administrative support to the Engagement and Strategy & Culture teams, and general office duties. This is a part-time, in-office, paid position (a one-year commitment is requested).

**General Operations Activities:**

- Coordinates office and hospitality supply inventory.
- Schedules for group meetings and events;
- Assists with registration and materials for on-site convenings and other community events;
- Gathers logistic information for meetings;
- Assists with event set up and breakdown;
- Assists with file and data management;
- Enters data and generates data reports;
- Provides light bookkeeping assistance;
- Participates in reception coverage rotation; greets guests and receives incoming calls; and
- Assists the Intern team as needed with special event materials and other projects and duties as assigned.

**Qualifications:**

- Currently enrolled in a bachelor's or associate degree level program or other post-secondary education;
- Strong written and oral communication skills and attention to detail;
- Ability to work on multiple projects simultaneously;
- Event planning skills;
- Professional demeanor, excellent problem-solving skills, organizational abilities, and interpersonal skills;
- Ability to work with a diverse group of people, both independently and as part of a team; and
- Prior office experience is desirable.

**Application: Apply to [sandra@bader.org](mailto:sandra@bader.org)**

- Cover Letter: Please detail why you want to intern at Bader Philanthropies, your internship objectives, and your career goals. *Please also indicate your availability (start date, end date, days, and hours you are available).*
- Résumé: Please list your complete educational and professional data and information about

extracurricular activities.