



TITLE: Administrative Support Intern
LOCATION: Oakland, CA
DURATION: 3 – 6 months

BACKGROUND

Founded in 1933, the International Rescue Committee is a leading, non-sectarian, non-profit organization providing emergency relief, protection, rehabilitation assistance, resettlement services, and advocacy for refugees and victims of oppression or violent conflict. The IRC responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. At work in over 40 countries and 29 U.S. cities to restore safety, dignity and hope, the IRC leads the way from harm to home. Domestically, our 29 offices across the U.S. ensure new arrivals have food, shelter, and clothing, and work with refugees to help them gain self-sufficiency.

SCOPE OF INTERN WORK:

The Finance and Administration Department is responsible for the IRC in Northern California's financial accounting functions and the oversight of the financial accounting processes of the offices to support programs. This intern position is within the Finance and Administration team and will support the team with various projects and month end close responsibilities included assisting with client coordination support (front desk coverage) and helping to foster an environment in which both clients and staff thrive in productivity.

COMMITMENT:

- 15 - 30 hours per week, to be completed in 2 or 3 full days during IRC's regular business hours of 9 am – 4 pm Monday – Friday
- IRC is committed to working with student schedules. As such, we are flexible with accommodating time off for midterms and school holidays, and altering time availability with changing class schedules.

RESPONSIBILITIES:

- Assist with some stages of check processing
- Assist with researching, follow-up and resolving outstanding checks
- Assist in inventory and procurement of supplies
- Monitor and maintain common areas of the office
- Assist in maintaining and creating vendor files
- Troubleshoot IT issues as they arise
- Any other duties as assigned

REQUIREMENTS:

- Must be hard working and self motivated
- Ability to pay great attention to detail
- Possessing knowledge of Microsoft Excel and Word

This position reports to the Finance & Administration Assistant.

APPLYING:

- Submit a resume and cover letter in a single PDF at this link <https://goo.gl/nBc529>. Please address the letter to our Volunteer Coordinator, Kristen Borash.

** Cover letters should clearly state your time availability, which includes 1) a specific, projected start and end date, 2) the number of hours you are available each week, and 3) the days and times in which you are available.*