



Chicago Alliance Against Sexual Exploitation
Operations Administrative Intern (Part-time, Unpaid)
June 2017

Function: To observe, learn and assist with performing basic operations, administrative and human resources functions. The Operations Administrative Intern will have the opportunity to gain knowledge about the role of the Operations professional within the non-profit and social justice community environment. The internship is designed to give the student knowledge and real hands on experience in human resources, business administration, and nonprofit operations.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Assist with writing policies and procedures to be incorporated in CAASE's personnel manual.
- Assist in creating and documenting processes and systems in CAASE's operations manual.
- Research and generate options for employee retirement plans.
- Assist with onboarding/off boarding process, including defining processes, preparing new hire paperwork, and creating employee training presentations.
- Prepare, organize, and maintain confidential information and records.
- Assist with the maintenance of current and former employee, vendor, board member, and volunteer personnel files.
- Review and audit CAASE's electronic and physical databases.
- Review and update personnel job descriptions and organizational chart.
- Attend and participate in department group meetings. Prepare documents and notes for various meetings.
- Assist with the administration of day-to-day operations of the CAASE office.
- Perform other job related duties as assigned by immediate supervisor.

Commitment:

Begin June 5th. 15 -20 hours per week, for a minimum of 3 months (or one semester), and up to 6 months (or two semesters) preferred.

Required Qualifications:

Applicants must possess an associate's degree or higher in human resources management, business administration, or substantially similar discipline from an accredited college or university, OR; currently pursuing a bachelor's degree and have a minimum of 30 credit hours of human resources management, business administration, or a substantially similar discipline at an accredited college or university, OR; currently pursuing a master's degree in human resources management, business administration, or a substantially similar discipline at an accredited college or university,

Minimum of six months administrative experience required (prior internship experience will be considered). HR-specific and/or Operations experience strongly preferred. Strong computer skills, including Microsoft Word, Excel, PowerPoint, Google Docs and other online tools required.

Intern must be committed to feminist principles, ending the perpetration of sexual exploitation in Chicago and Illinois, and to the continuing work of opposing and seeking to end all forms of inequality, including race, sexual orientation, and gender inequality. CAASE supports a woman's full access to reproductive health information and services. EOE.

Required Skills

- Excellent administrative and clerical skills.
- Strong written and verbal communication skills.
- Highly organized and attentive to detail.
- Willingness to complete mundane tasks such as filing and data entry.
- Ability to collaborate with others, and work independently.
- Ability to think critically, including evaluating and restructuring systems, policies and procedures.
- Ability to maintain confidentiality of CAASE information.
- Ability to multi-task effectively and productively.
- Ability to initiate and follow through with projects under a tight deadline structure.

Reports to: Operations Director

Application Procedure:

Applications will be accepted until the position is filled. To apply, send a cover letter, writing sample (see further instructions below), resume, transcript (unofficial accepted) and list of references to Lenise Lee, Operations Director, via email (preferred) at lslee@caase.org. No phone calls please.

Writing Sample Requirements: Writing sample must be 300 to 750 words explaining how to do your favorite hobby, activity or project. Please provide step-by-step detailed instructions from the start to end of the hobby, activity or project. Photos and diagrams can be used in addition to (NOT in lieu of) the written explanation.