The Center for Grieving Children
Office Intern (Paid)

Position Description:
The Center for Grieving Children helps children grieving a death heal and grow through their grief while strengthening families, communities, and professionals’ understanding of how best to respond to their needs. The Center provides peer support groups at locations around the city as well as community-based groups in schools, and training for professionals who work with grieving children and families.

The Center for Grieving Children seeks an Office Intern, who will be responsible for the general administrative functioning of the office.

Status: Part Time (15-20 Hours/week)

Responsibilities:
1. The successful candidate will be organized, detail oriented, computer and database savvy, and a great verbal and written communicator.
2. The Office Intern will manage operations in The Center for Grieving Children’s main office in East Falls, which includes monitoring and ordering supplies, overseeing equipment maintenance, as well as database maintenance.
3. The Office Intern will provide administrative support including preparation of correspondence, payment of bills, and organization and filing of administrative documents.
4. In addition to the core job functions, the Office Intern will also assist development and program staff with the execution of projects and special events.

Qualifications:
- Proficient with computers, including Microsoft Word, Excel, Publisher, and PowerPoint
- Highly organized and detail oriented
- Strong writing skills
- Interest in office management or administrative support.
- Interest in non-profit administration
- The Office Intern must have the ability to work with diverse groups of people and serve as a representative of The Center for Grieving Children to the community.
- Comfort level in describing The Center’s mission to people

The Center for Grieving Children is an Equal Opportunity Employer and supports diversity in its workplace.

To apply, please send resume and cover letter to Darcy Krause, Executive Director, darcy@grievingchildren.org. No calls please.