

**Position Title:** ASSISTANT TO THE COO INTERN

**Reports to:** Chief Operating Officer

**Schedule:** 5-10 hours/week, based on events & material

**Position Summary:** As an intern working with our COO, your duties and responsibilities will include providing administrative support to ensure efficient operation of the office. Supports managers and employees through a variety of tasks related to organization and communication. You will become familiar with a variety of the field's concepts, practices, and procedures. As an intern, you will reinforce your education through a practical, hands-on, unpaid work experience. Your work will be realistic and rewarding. You will contribute ideas and develop knowledge and organizational skills. Your internship is more than a job; it is a learning experience that allows you to explore career options. You can even learn more about yourself, your skills and help set your career goals. Best of all, you will be given meaningful assignments that will give you a sense of accomplishment. You have a "can-do" attitude and are ready to take on any project thrown your way – and that's why an internship with Habitat Greensboro will give you all the opportunity for career growth. You will be part of a dynamic, growing, and energized team - and your role is key to the success of Habitat Greensboro.

**Responsibilities:**

- Answer and direct phone calls
- Organize and schedule appointments
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Maintain contact lists
- Provide general support to staff and visitors
- Act as the point of contact for internal and external communications
- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.

**Qualifications:**

*Education:* Active college student or undergraduate degree preferred



We build strength, stability, self-reliance *and* shelter.

**Skills:**

- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like printers and fax machines
- Proficiency in MS Office (MS Excel and MS PowerPoint, in particular)
- Excellent time management skills and the ability to prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational skills with the ability to multi-task

**Who We Are:**

Founded in 1987, Habitat for Humanity of Greater Greensboro, Inc. is a leader in removing barriers and creating partnership opportunities for homeownership. Habitat Greensboro has partnered to make homeownership possible for over 500 families in Greensboro and over 450 internationally.

To learn more about us, [click here](#).

We care about the health and safety of our staff, volunteers, future homeowner families, potential candidates, and the communities we serve – it is our highest priority. We have established COVID-19 protocols, including personal protective equipment (PPE), social distancing, cleaning, and personal hygiene practice recommendations.

**Apply:**

To apply for the position, qualified applicants should submit a cover letter and resume via email at [hr@hhgg.org](mailto:hr@hhgg.org) or by mail to Habitat Greensboro, Attn: Human Resources, 1031 Summit Avenue, Suite 2W-2, Greensboro, NC 27405. We will contact you for an interview if your skills fit our current needs.