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**Administrative Intern**

**Spring / Summer 2022**

**Description**

Do you enjoy jazz and wish to expand your experience in nonprofit administration? **JazzArts Charlotte** is searching for an intern that will assist with our daily programs that serve educators, cultural arts patrons, students, musicians and individuals dedicated to the continued development of Charlotte’s arts heritage.

The successful candidate will get the opportunity to assist our organization in daily management of our programs, administrative tasks, and more.

At 10-15 hours a week, this position is a learning opportunity for a college student to engage in hands-on experience focused on nonprofit management. The qualified intern will need strong administrative skills and will be expected to manage a variety of defined tasks, and complete deliverables on-time as requested.

This is a great opportunity for someone who enjoys variety in the day-to-day routine and is looking to gain experience in a fast-paced environment. An **unpaid internship** (for University credit) with JazzArts Charlotte is designed to provide you with quality, real world experience through participating in all avenues of nonprofit administration.

***To apply, please send resume to Savannah Deal at info@TheJazzArts.org.***

**Responsibilities**

·        Assist Programs Coordinator in day-to-day program work

·        Build positive relationships with outside community partners

·        Ensure implementation of program policies and procedures

·        Assist in maintaining budget/tracking expenditures

·        Administrative tasks that support our programs

**Qualifications & Skills**

·        Currently pursuing a degree from an accredited college or university.

·        Background in the arts is a plus.

·        Experience in a nonprofit setting a plus.

·        Excellent communications and organizational skills.

·        Positive and helpful outlook.

·        Strong computer skills (Word, Excel, Adobe Pro, PowerPoint).

·        Strong database management skills.

·        Ability to work independently.

·        Detail oriented.

·        Availability 10-15 hours per week (remote and in-person).