



## INTERNSHIP OPPORTUNITY

### Opportunity Summary:

The Admissions department at the Fortune Society has an exciting internship opportunity for any student interested in pursuing a career in Administrative /Business management skills. Our intern will gain exposure to servicing clients, visitors and welcoming them as they come to utilize our services. As an Intern, you will learn routine clerical, secretarial and administrative work in answering telephones, receiving the public and providing customer service assistance

**Reports to:** Receptionist Manager  
**Location:** Reception  
**Days/Hours:** Monday to Friday preferable in the AM, at least 10 hours a week.

### Internship Tasks:

- Learn customer service skill by greeting agency clients, volunteers and visitors in a friendly, respectable manner and determine their purpose for coming to the agency;
- Learn how to screen and direct calls by operating agency switchboard and directing calls to appropriate staff and provide information in response to caller inquiries;
- Learn general office skills by operating copy machine, fax machine and stamping mail;
- Learn how to engage visitors by escorting clients to various offices.

**Education:** Student pursuing a degree in Administrative Management/Business Management

### Experience:

- Multi-telephone system experience a plus
- Excellent communications and interpersonal skills preferred
- Experience using office equipment, fax, stamp machine preferred

**Computer Skills:** Some experience with Microsoft Office preferred

To apply for this internship, please send your resume and a cover letter explaining your interest in the internship and The Fortune Society to [vdonovan@fortunesociety.org](mailto:vdonovan@fortunesociety.org).