Position: Administrative Assistant Intern

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<tr>
<th>Reports to: Executive Officer</th>
<th>Work Schedule: Flexible Mon - Thurs</th>
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<td>Revision Date: March 1, 2015</td>
<td>Travel Expectations: Not necessary</td>
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Position Overview

- The Administrative Assistant Intern will perform a variety of general clerical duties such as preparing correspondence, receiving visitors and scheduling meetings. In addition, the Administrative Assistant Intern will assist in the organization of the Association’s events such as the Home Show, Parade of Homes, Membership Meetings, Golf Outing, Fish Boil & Auction and Trap Shoot.

Intern Duties and Responsibilities – This function includes but is not limited to:

- Present a professional, welcoming first contact to all public, members, vendors, board of directors, associates, etc. – by phone, in person and email
- Answer telephone
- Create and modify documents using Microsoft office
- Perform general clerical duties to include but not limited to photocopying, faxing, mailing, filing
- Event work to include but not limited to assisting with the planning and execution of the event, updating the website, providing outreach to media on the event success
- Enter membership information into a database
- Assist in preparing for meetings being held either on or off site
- Contribute to team effort by accomplishing related results as needed

Requirements / Competencies

- Strong oral and written communication skills
- Strong organizational skills and attention to detail
- Strong computer skills
- Strong interpersonal skills – maintain confidentiality
- Minimum cumulative GPA of 2.2

Intern Benefits

- Gain knowledge and experience
- Apply classroom knowledge in a business setting
- Develop professional skills, attitudes and ethics
- Learn about local small businesses and an area nonprofit agency
- Work as part of a professional team

To apply, send cover letter and a resume to mchba@lakefield.net and put Admin Intern in the subject line.

The Manitowoc County Home Builders Association is an equal opportunity employer.