



**AFRICAN-AMERICAN/CARIBBEAN EDUCATION ASSOCIATION, INC.
(ACEAINC)**

“Working to better the education of our children”

501 (c) 3 – MEMBER: Non-Profit Coordinating Committee of New York

Chartered by the New York State Education Department

INTERN POSITION: Administrative Assistant

This is a voluntary, non-salaried position designed for self-starting, highly motivated individual seeking independent study or field work semester hours with nonprofit. Student must be enrolled in accredited college or school for secretarial studies and/ or business program. Ideal position for:

- First or second year college student with exceptional organizational skills and/or interest in education or business and office procedures.
- Student with high school diploma, or GED equivalent, who has completed one year of Secretarial studies and wishes to fulfill work experience requirements.

Duties:

Intern will work under the supervision of the president; and in her absence another designated board member or officer. Intern’s responsibilities shall provide general office support. The following office procedures are expected: answering and making telephone calls, taking messages, creating display boards and flyers, preparing for meetings, filing and organizing documents, faxing, copying, mailings, setting up appointments, spreadsheets; highly motivated individuals will have the opportunity to assist in the following endeavors: work of the scholarship committee, education conferences, panel discussions, interface with elected officials, community leaders, and nonprofit organizations.

Special Requirements:

Interns are asked to come with a positive attitude and willingness to help ACEAINC accomplish its mission. The following special requirements are suggested to ensure a productive teaching and learning experience:

- Knowledge and good use of general office procedures, grammar, punctuation and spelling
- Knowledge and ability to operate personal computer
- Knowledge of Microsoft Word and Adobe Reader applications
- Knowledge of Microsoft Excel

Interns must:

- Have good communication skills
- Be able to take directions from supervisor
- Work at a variety of tasks
- Work cooperatively, efficiently, and harmoniously

Resume Survey

Interns will be required to complete a resume survey to ascertain areas of strength, interest, and skills to provide a more “hands on” experience.

At the completion of Internship, ACEAINC will provide Certificate of Community Service Hours and, upon request, Letter of Reference. Further inquires and/or questions may be directed at the contact information listed below.

P.O. Box 1224, Valley Stream, NY 11582-1224

E-Mail: aaceainc@yahoo.com

Telephone/Fax Number: 718/949-6733

Website: www.aaceainc.com



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Directions: Print or Type. The Resume Survey is to be faxed, e-mailed or mailed - contact information listed below.

Name: _____ College/School _____ School Contact _____

Your Address {including zip} _____ Zip _____ E-mail _____

Home Telephone _____ Cell _____ Telephone of School Contact _____

1) What is your primary goal or learning objective in doing this Internship?

2) Briefly describe previous job related responsibilities, while employed or voluntary.

3) Please check all that apply to your skills and training:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Typing skills | <input type="checkbox"/> Word processing | <input type="checkbox"/> Keyboarding | <input type="checkbox"/> Grants |
| <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Microsoft Excel Spreadsheets | <input type="checkbox"/> Adobe (pdf) | <input type="checkbox"/> Workshops |
| <input type="checkbox"/> Filing | <input type="checkbox"/> Telephone Messages | <input type="checkbox"/> Office Memos | <input type="checkbox"/> Teleconferencing |
| <input type="checkbox"/> Computer Skills | <input type="checkbox"/> Organizing Documents | <input type="checkbox"/> Display Boards | <input type="checkbox"/> Public Relations |
| <input type="checkbox"/> Flyers | <input type="checkbox"/> Speaking and Communicating | <input type="checkbox"/> Writing | <input type="checkbox"/> Press Release |

Other: Please list _____

4) What area (s) would you like to gain more experience?

5) What do you consider as your number one area of expertise?

6) To make this a great fit to mutually suit both our needs, indicate briefly your expectations and how AACEAINC can best support your time with us.

7) Please give the days and time you wish to satisfy your hours of service credit. (We will try to provide hours that accommodate your need. Additionally, we also have special projects that can be arranged in agreement with your school. Days and time to be approved. This will be discussed during the interview.)

Monday.....Time _____
 Tuesday.....Time _____
 Wednesday.....Time _____
 Thursday.....Time _____
 Friday.....Time _____

In addition: Other Arrangements Specified
 (In agreement with school)

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