**Harwood Center Executive Assistant Intern**

Founded in 1957, Harwood Center is a private nonprofit agency that provides education, therapy and support for Mid-South children who have developmental disabilities. Since opening its doors, Harwood Center has helped more than 5,000 children with developmental disabilities get a better start in life.

Our program consists of specialized education and therapeutic services for children aged 18 months to 5 years. We are seeking an unpaid Executive Assistant Intern.

**Responsibilities:**

* Support the Executive Director (ED) and Development Director (DD) on day-to-day tasks.
* Maintain confidential relationships: Enter and edit data in Donor Perfect.
* Create and edit new content to support the ED and DD.
* Research and reach out to new prospective partners.
* Conduct special projects as needed on an on-going basis.
* Perform other duties related to operations and administration.

**Qualifications:**

* Genuine passion for Harwood’s mission.
* Excellent verbal and written communication skills.
* Strong critical thinking and problem-solving skills.
* Graphic design skills.
* Computer skills, including Microsoft Word, Excel, and PowerPoint.
* Meticulous attention to detail.

**Benefits:**

* Gain entry, exposure, and experience in the nonprofit sector.
* Help to generate philanthropic support for a charitable organization.
* Develop a wide variety of professional skills.
* Collaborate within a positive team atmosphere.
* Network with other for-profit and non-profit professionals.

**Duration:** Able to commit to 3 months of 30 hours per week or 6 months of 15 hours per week. Available to work in our office 4-5 days a week (Monday through Friday.)

**To Apply:** Email your resume, cover letter, a writing sample that consists of a Wikipedia-style description of Harwood Center (two pages max), to cody.fletcher@harwoodcenter.org and helena.powell@harwoodcenter.org with "Executive Assistant Intern" in the subject line. No phone calls please.

*Harwood Center is an Equal Opportunity Employer. Members of all ages, genders, sexual orientations, races, ethnicities, nationalities, physical abilities or disabilities, religions or beliefs, and cultures are welcome as employees and volunteers in our organization.*

www.harwoodcenter.org