

Position Title: Summer Intern

Report to: Operations

Salary: \$15/hr

Hours: 16-20 hours per week

Duration: Internship is from June-August 2018

Location: Oakland, CA

Job Summary:

BizWorld.org is looking for a highly organized, resourceful self-starter to serve as the part-time Summer Intern. This is an exciting entry-level opportunity to gain experience and to contribute to the daily operations of our dynamic and forward thinking organization.

General Responsibilities:

- Assist with data entry and management in Salesforce
- Prepare and ship orders for customers
- Answering main line and directing calls as necessary
- Assist with administrative tasks such as filing, organizing, and ordering
- Perform various general office tasks as needed (copying, faxing, etc.)
- Assist with Event Management logistics as needed
- Other duties as needed

Qualifications:

- Bachelor's Degree; progressing towards Bachelor's Degree; 2+ years of strong, proven background in office and administrative support in a fast paced, start-up environment.
- A commitment to excellent customer service and dependability.
- Superior communication skills, both written and oral.
- Excellent organizational skills, editing, and attention to detail is a must.
- Salesforce experience is a big plus!
- Advanced PC knowledge including MS Office (Word, Excel, Power Point)
- Ability to maintain confidentiality of information and to use discretion and tact in dealing with sensitive matters.
- Ability to think strategically in a fast-paced environment while prioritizing to meet deadlines.
- Be solution oriented, self-motivated, flexible and adaptable to change.
- Last, but not least, a great sense of humor and positive attitude.

About BizWorld:

BizWorld.org provides engaging, hands-on programs promoting financial responsibility, leadership and teamwork skills for elementary and middle school students across the country and around the world. By teaching them leadership, entrepreneurship and business skills, students are better prepared to tackle the challenges of thriving in the 21st century. Children work together in a real-world environment to create a business. They discover their talents, develop critical skills for success, and increase their self-confidence.

To Apply:

Please visit our website at <https://www.bizworld.org/Careers-Bizworld> and upload your resume and cover letter. Please be sure to include your name in the title of your files.