



## Administrative Intern

### General Information

Exile International's mission is to empower rescued child soldiers and children orphaned by war to become leaders for peace through art-focused trauma care and holistic, rehabilitative care. All interns must be Nashville-based for the duration of their internship. Interns do not work directly with the children or Exile's African staff; however, they will have the opportunity to work with all US staff members and learn the inner workings of a non-profit. Exile's workweek is typically M-F within the hours of 9:00am – 5:00pm. Interns will work alongside the Exile Intl team and independently (this is flexible depending on the current need). We offer interns the opportunity to gain knowledge and experience about the structuring and day-to-day work that goes into making a nonprofit organization run smoothly.

### Administrative Intern

#### REQUIREMENTS:

- Nashville-based
- Passionate, hard-working, adaptable, and teachable
- College student or recent graduate
- Minimum of 10 hours/week
- Interns must have a laptop and be willing to use it for work purposes
- Tasks involve working within various areas of the nonprofit including, but not limited to, executive, administrative, and creative levels
- Each person's internship may vary based on availability and skill set.

As an **Administrative Intern** – aside from typical administrative work – you will have the opportunity to deep dive into a fast-paced environment, gaining helpful knowledge in global strategy and international relations alongside Exile Intl's US Administrative team.

Duties include, but are not limited to:

- Drafting and sending donor correspondence such as letters, postcards, e-mails, and fliers
- Ensuring donor information is up to date and correct in EI's database
- Answering phones & ensuring messages are passed along to the correct team member
- Day-to-day organization of office space & files
- Working alongside the Executive Assistant to plan for and execute local events
- Responsible for various errands, assisting Creative/Media Intern as needed, and assisting executive team as needed