



## **Gill Children's Services**

555 Hemphill Street, Suite 200  
Fort Worth, TX 76104  
(817) 332-5040, Fax (817) 332-6445  
[www.gillchildrens.org](http://www.gillchildrens.org)

### **Administrative Intern – Job Description**

**Job Title:** Administrative Intern

**Reports to:** Executive Director

**Time Commitment:** Part-Time, 7-14 hours per week for 10-12 weeks

**Description:** The Administrative Intern is primarily responsible for supporting the activities of the Executive Director and Case Managers, including but not limited to administrative, development, and community outreach activities. This position is ideally suited for students who are pursuing a career in nonprofit management, development, or programs.

#### **Responsibilities**

- Maintaining Donor Database
  - Cleaning data
  - Input data modeling information
- Implement Program Database
  - Work with Common Impact team to launch new database
  - Migrate data to new database
- Social Media Management
  - Monitor social media activity
  - Create meaningful content
- Community Outreach
  - Attend fairs, exhibits on Gill's behalf
  - Market Gill's mission to community organizations
  - Contact local social workers, case managers, counselors, etc.
- Clerical Duties
  - Help staff prepare for meetings
  - Scan program files into server

#### **Required Skills**

- Strong written and verbal communication skills
- Proficiency in Microsoft programs (Word, Excel, Outlook)
- Knowledge of social media platforms
- Strong research skills
- Strong proofreading skills
- Ability to engage Board of Directors, donors, and service providers effectively

#### **Desired Skills**

- Proficiency in Adobe Creative Suite (InDesign, Illustrator, Photoshop)
- Understanding of CMS

**Education and Training:** must be currently enrolled in post secondary education

Please send resumes to Peyton Salavarría at 555 Hemphill Street, Suite 200, Fort Worth, TX 76104 or to [psalavarría@gillchildrens.org](mailto:psalavarría@gillchildrens.org). For more information, call (817) 332-5070.