

# Administrative Intern

## **Position Summary**

Are you a creative thinker with a knack for organization? The CORE Foundation is seeking an Administrative Intern to help us expand our reach and impact. The ideal candidate will have great communication skills, great customer service skills, and a positive attitude. ***One applicant will be selected.***

## **Key Responsibilities**

**Inventory Management:** Track inventory on a weekly basis and submit requests for items needed.

**Email Management:** Check the CORE email daily and notify supervisor of requests

**Program Support:** Assist in pulling supplies for programs (Warehouse in Bethesda)

**Answer Phones:** Engage with clients or community members via the Wix app and take messages.

## **Qualifications**

- Passion for The CORE. Foundation's mission.
- Strong written and verbal communication skills.
- Friendly demeanor and a positive attitude
- Familiarity with google sheets and google documents
- Great organizational skills
- Self-motivated and able to work independently.
- Currently a senior enrolled in a MCPS high school (If under 18yo)

Duration: Semesterly or 12 months

Location: Hybrid (Remote / Warehouse)

Join us in making a difference at The CORE Foundation! Together, we can create a brighter future for our community.