

POSITION DESCRIPTION**Position Title: Reception Intern****Division: Administrative Department****Reports to: Administrative Assistant****Status: Internship (Unpaid)****Duration: 6 months OR 12 months****General Summary:**

Alzheimer's Orange County is seeking an individual with excellent communication skills, is detail oriented, punctual and will be an asset to the administrative team. This internship is an excellent opportunity to learn and experience client interaction and the day-to-day inner workings of a well-established nonprofit organization.

Essential Job Functions

- Support to the Administrative Assistants, organization wide
- Greet, guide, and assist guests with their needs
- Answer phones and direct calls
- Prepare staff meeting materials
- Maintain lobby area
- Coordinate pickups and deliveries from variety of vendors
- Accept incoming donations
- Assist with donor recognition mailings
- Data entry/spreadsheet maintenance
- Other duties as assigned

Minimum Requirements:

- Completed or working toward a Bachelor's Degree or Master's Degree
- Excellent written, verbal and interpersonal communication skills
- Ability to work three business days, 3-4 hours each day
- Ability to work independently and with a team
- Excellent management skills, computer skills and effective interaction with people on a professional levels
- Ability to represent Alzheimer's Orange County in a professional manner
- Ability to lift a minimum of 25 lbs.

To apply, please review the qualifications listed. If you meet the qualifications, please submit the following:

1. **Cover letter that tells us how your education and experience fits with the job description and requirements and why you want to work for Alzheimer's Orange County. Apply through our website at <https://www.alzoc.org/get-involved/volunteer/>**