



**Intern Title: Office Assistant  
Boys & Girls Club of Corvallis**

**Info on BGCC:**

The Boys & Girls Club of Corvallis is a local non-profit looking to inspire and enable all young people, especially those who need us most, to reach their full potential as productive, responsible and caring citizens. We look to interns to help bring new and exciting programming to the members we serve while providing an educational and professional internship experience.

**Intern Description:**

The Boys & Girls Club of Corvallis is in need of an Office Assistant intern who is energetic and well-organized and comfortable working in a fast-paced environment working with Club members and their parents. The front office staff is the first experience our customers and our donors have with the Boys & Girls Club of Corvallis. The Assistant will work for the Office Manager handling the day-to-day administrative needs of the office and the organization. Additional tasks include handling payments and assisting department directors with various tasks as directed by the Office Manager.

**GENERAL RESPONSIBILITIES:**

- Greet customers, Answer phones, filing, typing, and associated office work
- Register youth for various athletic and childcare programs
- Assist with event planning and logistics for key fundraising events
- Support overall mission and purpose of the Boys & Girls Club of Corvallis

**Intern Requirements:**

Strong computer skills with knowledge of Microsoft Word, and Excel. Ability to multi-task in a fast-paced environment. Attendance and reliability critical. Must understand the importance of and be able to report to work on time with a professional appearance and positive work attitude. Must have an ability to use a variety of general office equipment, including a multi-line phone, computer, fax and copier. Must be able to devote 8-15 hours a week (for a term).

**Contact Info:**

Drew Ibarra  
Volunteer Coordinator  
Boys & Girls Club  
1112 NW Circle Blvd.  
541.757.1909 x210  
Please specify this position.