

Program Intern

Department / Classification:	<i>Part time-unpaid</i>
Job Title:	<i>Intern</i>
Supervisor:	Director of Programs
Job Purpose:	<i>Assist with designing systems to support the KLC programming and provide administrative and support services in order to ensure effective and efficient operations.</i>

Job Responsibilities:

Program/Event Related

- Assist Program and Event team with coordination of logistics for core programs and other events (hotel reservations, registration table, book sales, program packets, nametags, room setup, supplies, technology, etc.)
- Assist with Front Office/Event Associate with front office/lobby operations (greet and welcome all guests, answer main phone line and direct calls to appropriate staff, accept deliveries, validate parking passes, ensure lobby is “meeting ready”, etc.)
- Monitor event calendar and be aware of all events being held in the building.
- Maintain database with high level of accuracy
- Manage mailings of materials and books as needed
- Assist with furniture turn over and room re-sets
- Schedule and manage set up of webinars and meetings
- Front desk coverage
- Identify strategies for meeting the purpose and objectives, for the KLC Intern program and include strategies for overcoming potential barriers to its success
- Other duties as assigned

Qualifications:

- Must demonstrate excellent interpersonal and team building skills
- Effective decision making skills
- Strong organizational skills
- Attention to detail and high level of accuracy
- Effective written and verbal communication skills
- Proficient in computer/Microsoft office
- Ability to collaborate with other individuals