



MindSight Mentors

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Mission: Providing every child with the tools to find their spark.

Position: Business Administrator Intern

Location: Everett Washington / Hybrid / Remote

Duration: 12 Months

Type: Internship

Compensation: Unpaid

About Us:

Mindsight Mentors is a Global Youth mentoring organization, a central hub where Mentors and Mentees converge to share wisdom, knowledge, education, career and life experience.

Our mission: Providing every child with the tools to find their spark.

Position Overview:

We are looking for a motivated and detail-oriented Business Administrator Intern to join our team for a one-year internship. This role offers an excellent opportunity for students or recent graduates to gain valuable experience in business administration, operations, and project coordination. As an intern, you will work closely with our management team to support daily operations, assist in project management, and contribute to process improvements.

Key Responsibilities:

Assist in managing day-to-day business operations, including scheduling, coordinating meetings, and handling correspondence.

- Support project management efforts by organizing tasks, tracking progress, and ensuring deadlines are met.
- Assist in preparing reports, presentations, and documentation for internal and external stakeholders.
- Help maintain and update records, databases, and filing systems.
- Collaborate with different departments to streamline processes and improve efficiency.
- Assist in monitoring and managing office supplies and resources, both in-person and virtually.
- Support financial processes, including budget tracking, invoicing, and expense management.
- Participate in brainstorming sessions and contribute to process improvement initiatives.
- Assist in the creation and implementation of company policies and procedures.

- Support the HR team with tasks such as recruitment coordination, onboarding, and employee engagement initiatives.
- Provide administrative support for event planning, including logistics and communication.
- Assist in maintaining compliance with company standards, policies, and regulations.
- Contribute to the development of training materials and internal communications.
- Perform other administrative duties as assigned to support the business needs.

Qualifications:

Currently pursuing or recently completed a degree in Business Administration, Management, Operations, or a related field.

- Basic understanding of business principles, project management, and office administration.
- Strong organizational skills and attention to detail.
- Excellent communication skills, both written and verbal.
- Proficiency in Microsoft Office or Google Workspace (Docs, Sheets, Slides).
- Ability to multitask, prioritize, and work independently in a fast-paced environment.
- Problem-solving skills and a proactive approach to tasks.
- Strong interpersonal skills and the ability to work collaboratively within a team.

Preferred Qualifications:

- Familiarity with project management tools (e.g., Asana, Trello, Microsoft Project).
- Basic knowledge of financial management and budgeting principles.
- Experience with data analysis tools (e.g., Excel, Power BI).
- Previous experience in an administrative or coordination role is a plus.

What We Offer:

- Hands-on experience in business administration and operations.
- Mentorship from experienced business professionals and managers.
- Opportunities to work on impactful projects that improve business processes.
- Access to professional development resources and business tools.
- A supportive and inclusive work environment that fosters growth.

Application Process:

- To apply, please submit your resume, a brief cover letter explaining your interest in Business Administration, and any relevant coursework or projects to support@mindsightmentors.org

Deadline to Apply: September 15th, 2024

Start Date: October 1st (Flexible based on availability)

Equal Opportunity Employer:

Mindsight Mentors is an equal opportunity employer committed to creating an inclusive environment for all employees and celebrating diversity.