

## Program Assistant Intern – Music for Water

The Program Assistant Intern will work with the Board of Directors providing support to the Music for Water campaign in collaboration with partners and advance JB Dondolo's impact in key areas of Water, Sanitation and Hygiene (WASH), gender equity, and no poverty. This position will be responsible for performing a variety of both complex and routine administrative and analytical duties. This **volunteer** position represents 1 vacancy. A minimum of 6 hours per week is required for a duration of 12 months.

### Responsibilities

- Provides overall routine and ad hoc administrative and programmatic support to the Director to enable successful implementation of programmatic and core functions for the campaign
- Assists Director in the preparation of program documents and correspondence such as memos and project authorization documents, ensuring that all documentation is complete and in compliance with policies and standards
- Provides operational support so that work plans, progress reports and other deliverables are prepared, submitted, and reviewed
- Works with the Director on general management-related activities, such as orientation and training for new volunteers, updating contact information, and logistics support
- Maintains or assists with administrative and financial tracking systems and assists in the design and maintenance of spreadsheets and databases to support these systems
- Assists organization partners in coordinating and preparing for meetings and events
- Collects, organizes, and analyzes research for use in identifying beneficiaries, vendors and partners as well as for reporting purposes from various sources
- Helps collect and makes arrangements for distribution of materials for the campaign

### Qualifications

- Bachelor's Degree in a related field or working towards a degree
- Applicants should possess impeccable integrity, outstanding interpersonal skills, excellent written, and oral communication skills
- Proficient writing skills in English
- Experience and coursework in events, communications, and marketing
- Well organized, dedicated, confident, energetic, and creative
- Ability to manage multiple projects with little supervision while meeting deadlines
- Self-starter with a sense of humor and positive, solution-oriented demeanor
- Interest in the entertainment (includes music, film, television)
- Proficient using the latest versions of Microsoft Word, Excel, PowerPoint
- Aptitude to learn other tools/platforms (event registration, scheduling, and survey tools)
- Other types of interests and skill sets are also welcomed, including the following: marketing, communications, public relations, music, videography, and nonprofit management

### How to Apply

Please send a resume/CV and cover letter to [team@jbdondolo.org](mailto:team@jbdondolo.org) with the subject line: Program Assistant Music for Water Intern application. Applications are due by March 1<sup>st</sup> at 11:59:59 PM EST.