

<p>ODEP – Add Us In <b>Internship Job Announcement</b></p>
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**Position:** Internship

8-week summer part-time communication opportunity.

This position requires that you be able to communicate over the phone.

**Hours & Days:** This internship will be working between 10 – 15 hours per week. Work week will be Monday – Friday with occasional Evenings & Weekend hours.

**Pay & Benefits:** This is a paid Internship at \$10 per Hour. The maximum amount for this internship is \$1,000. There are no benefits with this position.

**Position Summary:**

A Sacramento based non-profit is looking for an outgoing student who enjoys talking on the phone. The internship position would include making and receiving phone calls from individuals across the state of California. The position would include entering confidential information into an online database and tracking daily phone calls.

**Internship Responsibilities:**

- Work with a team of staff members to provide digital access to callers or walk-in customers.
- Responding and drafting e-mail messages.
- Tracking and recording daily phone calls.
- Entering and updating online database.
- Organizing and filing caller information.
- Preparing internal reports based on daily phone calls.
- Miscellaneous assignments related to the digital access.

**Internship Requirements:**

- Ability to operate Microsoft Office Software.
- Ability to communicate professionally over the phone and in-person.
- Ability to perform basic office tasks, such as writing an email and keeping track of appointments on shared calendar.
- Desire to learn, be a part of a team and have flexibility.
- Ability to keep track of information, document and report information.
- Maintain confidential information.
- Ability to maintain professionalism, follow policies and procedures.
- Punctual, reliable, polite and organized.

**Highly Desired But Not Required Qualifications:**

- Bilingual English-Spanish or other languages such as Chinese, Russian or Tagalog
- Experience in working with people with disabilities
- Social media marketing and publicity skills

**To apply:**

Please send resume and customized cover letter:

Subj: "Selection Committee, ODEP – Add Us In" via email to [christina@cfilc.org](mailto:christina@cfilc.org), [tom@wid.org](mailto:tom@wid.org) and [kat@wid.org](mailto:kat@wid.org).

Please let us know how you heard about the opportunity in the text of your email.

Resume and Cover letter should be in word format.

Save attachment's as follows:

DA Last name resume, DA Last name cover letter