



The Nation's Premier Student Health & Safety Organization

INTERN

DESCRIPTION:

SADD is a national, for-purpose organization that works to empower teens, engage parents, mobilize communities, and change lives around the issues of traffic safety, substance abuse, and personal health & safety.

KEY RESPONSIBILITIES:

SADD is looking for a highly organized, team-oriented, systems-minded individual who enjoys handling the logistics of multiple departments. We are looking for a student interested in nonprofit management, accounting, finance, public service, communications, and other relevant fields. Primary areas of responsibility include:

- Administrative support to Chief Executive, Relationship Manager, and other members of staff as directed.
- Assistance with donation processing and tracking.
- Maintain organizational records, electronic and hard copy including policies and procedures, personnel documents, SADD publications, and direct mailers.
- Assistance with accounts payable, accounts receivable, and the billing of various grants.
- Other responsibilities at the discretion of the Chief Executive and Relationship Manager.

A successful candidate will possess:

- Demonstrated administrative and office coordination abilities
- Excellent interpersonal communication skills
- Comfortable with Microsoft Office and Google Suite
- Well-organized, systems-oriented, takes initiative
- Seeking degree in nonprofit management, political science, public affairs, accounting, finance, communications, or another relevant field.

Send resume and cover letter no later than October 15, 2021 to:

SADD Inc.,
Emily Curtis
E-mail: ecurtis@sadd.org
Subject: SADD Intern

