



Position Title: Administrative Intern

Location: MANA de San Diego office  
2515 Camino Del Rio South, Suite 228 San Diego, CA 92108

Schedule: Office Hours are Monday through Friday 9:00 AM – 5:00 PM

Commitment: Flexible; minimum 8 – max 40, 3 months minimum

Supervisor: Sofia Salgado, Executive Director; Benjamin Cisneros, AmeriCorps VIP Fellow

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MANA Summary: MANA de San Diego is the largest chapter of the nonprofit organization, MANA National. We are a National Latina Organization and our mission is to empower Latinas through education, leadership development, community service and advocacy.

Since 1986, MANA de San Diego has been assisting Latinas, by providing them with skills, tools and the support they need to succeed. This is accomplished through educational programs including, the Hermanitas Youth Leadership Mentor Program, Scholarship Program, Latina Success Leadership Program and Conference, and membership Pláticas/seminars.

Position Summary: The Administrative Intern will provide support to MANA de San Diego's programs and initiatives by conducting various administrative projects, assisting the Administrative Assistant, Hermanitas Assistant and Director of Development and Member Services.

Duties and Responsibilities:

Administrative

- Perform administrative duties (i.e. phone banking, updating member database, preparing sponsor packets)
- Update MANA website and social media accounts
- Update information on MANA's database (Civi CRM)
- Help with various special projects (i.e. creating member packets, sponsor and donor letters, member directory)

Hermanitas

- Perform administrative duties related to Hermanitas
- Update Hermanitas page on the MANA website and social media accounts
- Create current Hermanitas and past Hermanitas profiles to be featured in MANA Newsletters, website, social media and grant applications
- Aid in outreach efforts for new Hermanitas & Mentors
- Assist in creating evaluation surveys and interpreting data

## Development and Member Services

- Support the coordination of fundraising efforts and responsibilities by helping with policies, plans, strategies and campaigns
- Provide support in identifying, cultivating and approaching major individual, corporate, foundation and government donors and funding opportunities
- Assist in developing a healthy diversification of funding streams
- Help track corporate partnerships, direct contributions, grants and in-kind contributions
- Collaborate in the development of marketing materials needed for funds development activities

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### Additional Opportunities:

- Will have opportunity to gain experience working in a non-profit setting
- Will learn about coordinating a mentoring program
- Will learn about managing and developing funds and donations
- Will gain experience working with a diverse population
- Will build professional rapport, from networking, elevator pitches, and effective communication

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### Position requirements:

- Must be personable and articulate
- Must be comfortable and open to working with a diverse population
- Comfortable using MS Word, Excel, PowerPoint and Google Drive
- Demonstrate good communication skills
- Ability to work independently and as a team
- Bi-lingual in English and Spanish preferred