



Job Title: Office Operations Intern

Every Mother Counts (EMC) is a non-profit organization dedicated to making pregnancy and childbirth safe for every mother, everywhere. EMC seeks to improve maternal health by supporting local, community-led programs in the areas of education, advocacy, and healthcare access. EMC works towards achieving its mission through partnerships with local organizations and healthcare providers, fundraising, and raising awareness about maternal health issues.

Job Summary:

Every Mother Counts is looking for an enthusiastic and proactive Office Operations intern to support our Operations team. The successful candidate will work closely with the Manager of Office Operations to ensure smooth day-to-day office needs. The Office Operations intern will have the opportunity to gain valuable experience in office management, technology, and nonprofit operations.

Responsibilities:

Office and Operations:

- Assist the Manager of Office Operations with developing and maintaining office policies and procedures.
- Coordinate and store postal mail to the shared drive.
- Provide coverage for the EMC general email box and phone.
- Attend and record minutes for weekly staff meetings.
- Assist with maintaining the staff calendar and in-office activities.
- Help with the general maintenance of the EMC headquarters.
- Create an inventory of the storage unit/backroom.

Technology:

- Organize and maintain the EMC tech and inventory.
- Assist with creating user guides.
- Attend weekly IT meetings.
- Conduct research on new IT solutions.

Finance, Compliance, and Other:

- Support vendor management and track payments.
- Research alternative options for nonprofit pricing to support EMC HQ office needs.

Qualifications:

- Currently pursuing or recently completed an undergraduate degree in business administration, office management, or a related field.
- Excellent communication and organizational skills.
- Ability to work independently and in a team environment.
- Strong attention to detail and ability to multitask.
- Proficiency in Microsoft Office suite, Monday.com, etc.
- Experience with tech and IT management is a plus.
- Must be eligible to work in the United States.

Compensation: \$17/ hour

Duration:

The intern will work approximately 30 - 35 hours per week for a 10-week period starting May 31st – August 15th. This is a hybrid internship program. Interns are required to work in-person at least three days per week. While college credit is not mandatory, EMC can furnish relevant documentation for credit or practicum if needed.

To Apply:

Please submit a resume and cover letter to Careers@EveryMotherCounts.org. In your cover letter, please explain why you are interested in the internship and how your qualifications and experience make you a strong candidate for the position.