

Warrior Writers Administrative Intern

Warrior Writers is a grassroots national organization based out of Philadelphia dedicated to supporting veterans. Warrior Writers' mission is to provide a creative community for artistic expression amongst veterans to aid in healing and to raise awareness about veterans' issues. By providing a supportive and expressive community, Warrior Writers helps veterans with the difficult transition back into civilian life, using the cathartic art-making process. Warrior Writers hosts writing and artistic workshops where veterans come together to make works that address their experiences in the military and overseas. These works are compiled and showcased through books, performances and exhibits that provide a lens into the hearts of those who have experienced war and to educate the public about veterans' experiences. Through Warrior Writers, veterans reflect on their experiences, share their thoughts and creative works, are empowered as artists. For more details see www.warriorwriters.org

Warrior Writers is seeking an Administrative Intern who will work in Philadelphia to help support the daily operations of the organization. Responsibilities will include working with the Director, managing the database (inputting new info), handling logistical details such as travel, food, materials, and support of other staff to accomplish tasks, managing spreadsheets, etc.

Qualifications:

- Must be responsible, motivated, capable of independent work, and eager to support veterans.
- Proficiency with Office software, including MS Word and Excel
- Excellent verbal and written communication skills and prioritizing; ability to work on multiple projects
- Ability to juggle several tasks at once, time management

Responsibilities:

- Help track financial information
- Handle merchandise (books and new initiatives)
- Prepare supplemental documents for grants and submit grant reports
- Manage (update, tag maintenance) WW database: Mailchimp
- Support events by coordinating all logistical details (travel, housing, food, supplies)
- General duties: emailing, copying, faxing, mailing, printing, phone calls, etc.
- Manage/Organize files (electronic)

To apply: Send resume, cover letter, 3 writing samples and 2 references to info@warriorwriters.org
Submit ASAP.

Internship Dates: Flexible Hours: 10 per week