

BUSINESS ADMINISTRATION INTERNSHIP

The Business Administration Internship is for the person that is passionate for the marginalized community and has a desire to grow his/her skills in business management, marketing, human resource management, and business development. The Business Administration Intern will work directly with the Business Operations Director/Chief Operations Officer to ensure that we generate financial revenue to efficiently serve the under-resourced. This person will also learn key management principles and techniques of supervising a non-profit organization and overseeing the growth of a business. Throughout the duration of the internship, Good Samaritan Ministries will provide the intern with the experience and the tools to be successful in furthering their education and passion in their field of study. Our office is a fun and safe environment that empowers you to be creative! Good Samaritan Ministries is willing to coordinate with colleges/universities for college credit.

Responsibilities:

- Build and maintain community partnerships through calls, emails, and meetings
- Assist in goal setting, planning, and development for future expansion
- Track the progress of sales growth and incoming donations
- Assist in social media marketing and analytics

Qualifications:

- Current college student majoring in Business Administration, Management, Marketing, Economics, Finance, or a related field of study
- Strong attention to detail and organizational skills
- Strong written and verbal communication skills (speaking with business partners, volunteers, donors, etc.)
- Proficiency in Microsoft Office and Google Suite



To Apply:
Please email
volunteer@
goodsamjc.org