



The Cottage, SAC & CAC Administrative Intern Job Description

Administrative interns assist The Cottage's Executive Director with volunteer management/recruitment, event coordination, grant writing, budget & financial assistance, donor appreciation, board development, etc. Internships can range from 15-20 hours a week for 2-3 days a week. All internships are unpaid.

Administrative Duties

- Recruit and manage Hotline Advocates through scheduling, training, communication, recognition, and meetings
- Assist with Board of Director development through attending meetings, assisting committees, and participating with new board member orientation
- Assist with Budget and Funding development by researching and applying for grants/foundations
- Assist the Board and Executive Director in the planning and implementation of fundraising events including: Unplugged, Golf Tournament, The Vagina Monologues, Athens's Got Talent, Sponsorship Program, and Friends of The Cottage
- Represent The Cottage at Community Outreach Events including tabling events, community meetings, Health Fairs, etc.

Direct Service

- Answer the 24/7 crisis hotline and monitor the crisis hotline database system
- Assist when needed for adult services and child services crisis needs

Professional Development

- Engage in direct supervision with Executive Director (weekly)
- Engage in continued education and training opportunities provided by The Cottage

Documentation

- Document monthly hotline calls and volunteer hours
- Report on statistical data when needed by the Executive Director

General Intern Duties

- Fulfill general expectations of all Cottage interns, including:
 - Participate in weekly staff meetings & intern support meetings
 - Manage the hotline by covering for assigned days and documenting all call sheets in icarol database
 - Answer the door
 - Engage in general maintenance of the office

**To apply, submit a resume, cover letter, and 2-3 references to the Executive Director,
Linnea Ionno at Linnea@northgeorgiacottage.org**