



Executive Assistant Internship- Spring 2023 CORRAL Kildaire Farm (Cary)

Who are we?

CORRAL is a non-profit organization that acts as an intervention program for at-risk, adolescent girls in the Triangle Area. Our participants may be “at-risk” due to trauma, neglect, abuse, socioeconomic status, or, more frequently, a combination of these situations. We use a holistic approach including Equine Assisted Psychotherapy, tutoring, mentoring, and vocational training. Our goal is to teach participants how to be in healthy and whole relationships, knowing that this will lead to further transformational healing. The work we do can be hard at times, but the reward of seeing the lives of young women change for the better is what makes it all worth it.

Who are you?

We are looking for passionate, motivated university juniors or seniors enrolled in a B.S. or B.A. degree program related to the position. The non-profit life can get hectic at times, so we need detail-oriented self-starters that aren't afraid to ask questions and think in innovative ways. As a CORRAL intern, you have strong verbal and written communication skills, including public speaking and interpersonal communications. You are willing to resolve conflict and make big decisions. Although we do serious work at the farm, we don't always take ourselves so seriously. You'll thrive in our fun, collaborative space that's filled with supportive people.. While our staff loves to work together and so do you, you also possess the ability to work independently with self-direction.

About the internship

At CORRAL, we don't just give our interns leftover projects. Your time with us will be filled with opportunities to produce meaningful and impactful work. Our interns are exposed to a variety of aspects of running a non-profit and are given organizational ownership over their projects. We value growth as a team and as individuals, so interns will work closely with their managers throughout their time at CORRAL. Interns will also have bi-weekly performance feedback check-ins with their managers to learn and grow as leaders throughout the internship. Interns typically work 20 hours a week, with flexibility within the Monday-Friday 8am-4pm office schedule.

What you'll do

Responsibilities

- Increases the Corporate Team productivity: maintaining schedule, responding to emails, screening phone calls, initiating projects, administrative needs
- Assists the Director of Development & Corporate Strategy (DDCS) in the execution of CORRAL's Strategic Plans and Campaign Strategies
- Assists the Corporate Team in communicating with constituents (donors, volunteers, businesses)
- Supports special events
- Acts as the administrative point of contact between DDCS and internal/external demands.
- Undertakes the tasks of receiving calls, taking messages, and routing correspondence.
- Handles executives' requests and queries promptly and appropriately



- Conserves executive's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information, initiating telecommunications.
- Maintains executive's appointment schedule by planning and scheduling meetings
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Maintains confidence and protects operations by keeping information confidential.
- Prepares reports by collecting and analyzing information.
- Participates in maintaining the operations and functioning of the CORRAL office
- Directly support CORRAL's Director of Finance and Business operations daily tasks and project(reconciliations, office management and grant compliance)

Required Skills

- Self-directed, Self-Starter, and Good at Managing Up
- Wanting to learn the ins and outs of Corporate Level Non Profit work
- Commitment to Diversity, Equity, and Inclusion
- Strong verbal and written communication skills, including public speaking and interpersonal communications
- Detail-oriented, able to handle multiple logistics
- Customer-Service Oriented

How to apply

To apply to an internship with CORRAL, email your resume along with a short personal introduction to jobs@corralriding.org. Please include the position you are applying for in the email subject and copy (cc) manager at neyra@corralriding.org