

Dream Haiti, Inc.

Office Assistant Intern

2784 Seneca St. West Seneca NY, 14224

(716) 548-4037

www.dreamhaiti.org



Position: Office Assistant Intern

Supervisor: Executive Director

Hours: Part-time, 10-15 hours a week

Pay: Volunteer Position

Duration: 3-6 months

About Dream Haiti, Inc.

Dream Haiti, Inc. is a non profit organization with the vision of empowering the people of Haiti. We seek to train leaders and provide educational opportunities to individuals in Haiti. Currently, our programs include leadership classes, a kid's club/ ministry, and a sponsorship program. We are also currently developing a primary school in La Chapelle, Haiti.

Our Vision - Our dream is to empower the people of Haiti to empower others in their communities.

Our Mission - Based on our faith in Jesus Christ, our mission is to help the Haitian people discover their gifts through education and pour their gifts back into the Haitian community. Our mission is also to connect with other people around the world that share in our vision because we believe in the power of community and collaboration.

Job Description

Our Office Assistant will perform a variety of administrative duties including organizing the office, scheduling meetings with various institutions, churches and individuals, making phone calls to different institutions and individuals, and scheduling events throughout the Buffalo area on behalf of Dream Haiti. The Office Assistant will also participate in monthly meetings with the Community Ambassadors. He or she will provide information to clients about our programs.

Qualifications

- High school Diploma or equivalent required
- Some college or administration degree preferred

- Leadership skills in not-for-profit, churches, and/ or business etc...
- Experience in customer service
- Excellent communication skills, written and verbal
- Ability to maintain a positive mindset
- Works well with others in a team setting
- Ability to take initiative

How to Apply

Please apply for our Office Assistant Intern position at our website: <https://dreamhaiti.org/jobs-and-internships/>

*Make sure to select "Internship" for question 4, "What are you interested in volunteering for?"

Then select, "Office Assistant" for intern position.

Thank you for your interest in serving with us!

For any questions please contact bethany@dreamhaiti.org.