



## Administrative Intern

### Position Overview

We are looking for a motivated, organized Administrative Intern who is interested in helping our organization grow!

Internships are virtual and last three months or one full semester (exceptions can be made). The Administrative Intern is asked to commit at least 10 hours a week. Hours offer some flexibility, depending on program and course requirements and organizational need. Course credit is available and all internships are unpaid.

Tasks and duties for the Administrative Intern may include:

- Updating the SGF social media accounts
- Assisting with the redesigning the scholarship application
- Assisting with processing incoming applications
- Conducting various research projects regarding opportunities for growth and increased support
- Other administrative or supportive duties as assigned

Interns may also have the opportunity to take part in local events in the anti-trafficking community to network with leading professionals.

### Administrative Intern Requirements

- Knowledge of or interest in anti-human trafficking
- A desire to serve others through the work of SGF
- Demonstrated history of strong and reliable habits of communication
- Proficiency in Microsoft Office, especially Word and Excel
- Ability to take initiative and work independently
- Strong, professional writing skills is a plus

### Internship Applications

To apply for an internship with Sun Gate Foundation, please submit the following information to Jocelyn Moore (email found on [www.sun-gate.org](http://www.sun-gate.org)):

- **Cover Letter:** State your goals for an internship with Sun Gate Foundation, and specifically answer each of the following questions:

- What is your experience with the issues of human trafficking or non-profit management?
- How would working with Sun Gate Foundation assist in the advancement of your professional career, and what do you hope to gain from your experience?
- What relevant skills do you have?
  
- **Resume or Curriculum Vitae (CV)**
- **Recommendation Letter:** Please include one professional or academic recommendation letter and the contact information for your reference.

### **About Sun Gate Foundation**

The Sun Gate Foundation is a 501(c)(3) nonprofit that is committed to providing survivors of human trafficking with meaningful educational opportunities. Visit [www.sun-gate.org](http://www.sun-gate.org) for more information.