

Left Forum Administrative Systems and Special Projects Internship
Spring 2017
The Graduate Center, City University of New York

Left Forum seeks organized and tech-savvy individuals to work alongside our experienced organizers and volunteers in managing our growing administrative systems and expanding collection of special projects that are essential to the maintenance and growth of the organization.

This internship will enable you to hone your systems-analytical, technical, and organizational skills, and gain valuable, high-profile experience in the academic and nonprofit arenas. The ideal person for this role is someone who is self-motivated, comfortable taking on project-coordination, has a keen eye for detail, and has the ability to bring creative ideas into organizational and administrative processes. Experience in administrative systems is also a plus.

Interns will spend time collaborating with others and working with various coordination teams (from PR to Fundraising to Event Planning) as we build upon our existing databases, administrative systems, content, and overall resources.

PRIMARY RESPONSIBILITIES

- Engage all aspects of contact record and database management, including: maintaining/updating/deduping contact records, inputting and searching data, generating reports, etc.
- Physical and digital administrative file organization and maintenance
- Update website and social media content
- Assist in volunteer/intern outreach, recruitment, and application evaluation
- Assist in the development and maintenance of office schedules, procedures, and timelines
- Assist in the day to day operational concerns (from financial planning and research to cross-team coordination and long-term planning/roadmap development for the upcoming conference)
- Work alongside Left Forum coordinators to engage and develop new administrative projects as necessary

SKILLS TO BE GAINED

- Introduction to working with databases and website platforms (specifically CiviCRM and Drupal)
- Learn about the ins-and-outs of day to day organizational operations – wonderful insight for anyone interested in working for or starting a non-profit

- Experience in fast paced and multifaceted group and individual project work
- Exposure to and involvement in a dynamic array of work-areas including: Media and PR, Outreach, Event Planning, Website/Database, Program Generation and Organizing, and more.

BACKGROUND AND DESIRED EXPERIENCE

- Strong organizing and research skills
- High level of attention to detail and ability to see projects through to their completion
- Ability to prioritize and handle a variety of projects simultaneously
- Ability to work effectively both individually and in a team
- Strong written and verbal communication skills
- Generally tech savvy and a quick learner
- Excellent communication and research skills
- Experience working with Microsoft Office and Google Docs is a plus
- **Passion for grassroots organizing and social justice**

ABOUT INTERNING

We're a small organization with a dedicated group of organizers, staff, and volunteers, leaving lots of room for your creativity. You'll have the opportunity to work in an interesting (and relaxed) office in the CUNY Graduate Center where you'll interact with scholars and people who are involved with grassroots social justice movements. ***Internships require appx. 15-20 hours per week; we ask for a commitment of at least 1 semester (or the equivalent period of time). Internships are unpaid but we are willing to work with schools to arrange credit-granting positions.***

ABOUT LEFT FORUM

Continuing a tradition that began in the 1960s, Left Forum convenes an international conference each year in New York City. The conference involves a broad spectrum of progressive intellectuals, organizers, and academics, who come together to share ideas to transform the world; to better understand commonalities, differences, and alternatives to current predicaments; and to engage a wide range of critical perspectives on the world. Left Forum 2016 drew more than 4,000 participants for 400 panels.

Please send cover letter and/or resume to Ashley Abbott at volunteer@leftforum.org