New Directions
CENTER, INC.

EMPOWERING LIVES • EDUCATING THE COMMUNITY • ENDING VIOLENCE

New Directions Center is a non-profit organization working to reduce the impact of intimate partner violence, sexual assault, and human trafficking through survivor-centered advocacy, support services, community education, and awareness.

Job Title: Administrative Intern
Reports To: Executive and Assistant Director
Internship Term: Summer/Fall/Spring
Location: In Person in Staunton, VA
Compensation: Volunteer/Unpaid

SUMMARY

The Administrative Intern supports the Executive and Assistant Director with administrative projects, records management, organizational tasks, and office procedures.

ESSENTIAL DUTIES

- Maintain and organize agency records, files, and administrative documentation.
- Support personnel file management, data entry, document preparation, and other administrative tasks.
- Assist with meeting preparation, minute-taking, and compliance-related documentation, including HUD-related files as applicable.
- Help maintain office organization, supplies, and administrative systems.
- Answer hotline calls.
- Provide general office and program support as needed.

QUALIFICATIONS

The individual must be self motivated and have the ability to problem solve and to seek out creative solutions independently but also understand that program development requires collaboration and communication. This position is best fit for students in **public administration, nonprofit management, business administration, public policy, and accounting programs**.