



Administrative Development Internship

Just for Kids, a not-for-profit leader in the childcare field, has internship opportunities at our main office in Williamsville, NY. We manage year-round programs for local School Districts and select private schools, serving almost 1,000 local students and employing over 150 staff. Our internship program offers hands-on experience in a dynamic and rewarding environment, providing valuable opportunities to contribute to the coordination and success of our before and after-school programs.

Our team offers valuable hands-on experience in a fast-paced setting. Administration interns gain exposure to an enriched internship experience in a variety of areas, spanning education programming and curriculum development, business planning, budgeting, marketing, organization of special events, and a variety of large-scale projects. The Administrative Intern reports to the Executive Director while also assisting the Human Resource team with the implementation of Open Interview Events and other recruitment media efforts.

Internships are available for fall, spring, and summer semesters. Hours are flexible to suit the needs of a college student and average 10-15 hours per week or per your college's requirements for course credit. Internship hours take place during our office hours M-F 9:00am-5:00pm. Just for Kids will provide any documentation needed per college requirements for course credit.

Requirements:

- Currently a college Junior or Senior looking to expand experience into the structural, administrative, and organizational realm of non-profit organizations
- Interest in the field of education, human services, or OST (Out of School Time) programming
- Preference to students majoring in a related administrative field

Expectations:

- Strong communication skills (written and verbal), strong organizational skills and reliable
- Able to work well independently and as part of a team
- Able to follow directions, contribute openly, and have a flexible, proactive can-do attitude
- Ability to work proficiently with Microsoft Office Suite

Please email your resume with a statement of interest to: HR@justforkidsonline.org

Just for Kids School Age Programs
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