



Mercer County Office of Community Affairs Summer Internship Position

Location:

McDade Administration Building
640 South Broad Street
Suite 507
Trenton, NJ 08608

Overview:

The Office of Community Affairs (OCA) is a liaison to the faith, civic, labor, government, and nonprofit communities within Mercer County. OCA is seeking interns to assist with data entry, scheduling community forums, and updating community contacts.

Under the direction of the office's leadership, the intern will perform various clerical responsibilities duties as required.

Job Description:

The intern will participate and assist in duties that include but are not limited to:

- Reviews documents for accuracy.
- Compose and send correspondence.
- Type or enter data, photocopy, and scanning as needed.
- Maintains administrative file and records.

Requirements:

- Ability to work independently
- Ability to prepare reports
- Accurate keyboard skills
- Knowledge of relevant software applications including MS Office.
- Ability to maintain records and files
- Create and maintain contact lists
- Prepare meeting minutes
- Prepare agendas for meetings
- Key Competencies and Skills:
 - Organization
 - Attention to detail and accuracy
 - Customer services
 - Teamwork
 - Communication Skills
 - Confidentiality

Hours: Monday – Friday, 8:30am to 4:30pm – 35 hours max per week. Flexible schedule available.

Positions Available: 2