



## Executive Assistant Internship Experience

*Detroit PAL is an Equal Opportunity Employer*

**About the Company:** Detroit PAL has been a foundational organization in Detroit for more than 50 years. Our mission is to build character in young people. We now serve 14,000 participants in a variety of athletic and youth enrichment programs. We work with nearly 2,000 volunteers annually that share our belief of being positive adults and role models for our student-athletes.

### **Desirable Credentials, Skills and Traits:**

- Bachelors degree
- Students pursuing a masters degree preferred but not required
- Real world work experience
- Ability to meet deadlines
- Proficient in Microsoft Office
- Strong project management skills
- Willingness to take the initiative and drive progress
- Attention to detail and organization
- Interpersonal communication skills
- Ability to problem solve
- High standard for excellence in execution

### **General Internship Objectives**

- Gain a deeper understanding of how non-profits operate
- Learn the intricacies of operating a non-profit in an urban environment
- Work closely with executives to achieve organizational outcomes
- Help assist with Comer Ballpark facilities and operations
- Improve leadership ability through interactions with senior modeling staff
- Network with non-profit and business professionals on behalf of Detroit PAL organization

### **Job Specifics**

- 15+ hours/week
- This is an unpaid internship opportunity
- Must be comfortable in an office setting
- Ability to work some nights and weekends for special events and activities
- Internship hours and schedule will be created based on intern and directors availability