

Copper Cannon Mission Statement

The mission of Copper Cannon is to enrich the lives of underserved youth of New Hampshire by providing a quality tuition-free camp experience.

NON-PROFIT ADMINISTRATION INTERN

JOB DESCRIPTION

Minimum Qualifications:

- ❖ Knowledge of Microsoft Office (Excel, Outlook, Power Point and Word)
- ❖ Ability to enter data in a timely manner with a high degree of accuracy
- ❖ Excellent written and verbal communication skills
- ❖ Excellent time management skills
- ❖ Strong organizational skills with the ability to multi-task
- ❖ Attention to detail and problem-solving skills
- ❖ High school graduate or equivalent and at least 18 years of age
- ❖ Desire to learn by asking questions and taking initiative
- ❖ Previous office experience preferred



Reports To:

Camp Administrative Assistant

Responsibilities:

A. Office Administration

1. Organize various files and maintain confidentiality regarding files
2. Answer and direct phone calls when necessary and give messages to directors and staff
3. Coordinate and implement mailers to donors
4. Help build good relationship between office and staff
5. Maintain professionalism in office, on the phone and in all communications

B. Program Set-Up & Evaluation

1. Help to track statistics related to the various programs for grants
2. Work with Program Director to help gather supplies and set up activities
 - a. Help program director maintain program supplies via inventory and spreadsheets
3. Record testimonials from campers to be included in the website and social media
4. Help administer surveys to camper and families to determine their interest in programs and activities

C. Database Management

1. Input registrations as needed
2. Maintain camper records, rosters, and cabin assignments
3. Maintain donor records in our donor database
4. Use online tools to verify correct donor address
5. Help maintain donor database
6. Define reports needed for programs and directors through camp software

D. Donor Relations

1. Update the template for thank you notes to donors that allows for personalization
 - a. Write thank you notes to donors
2. Update the script for thank you calls to donors
 - a. Make thank you call to donors

E. Other duties as assigned