



Administrative Internship

Martin Luther School, grades 6-12, is located in Queens, New York City. Small, safe and diverse, MLS has prepared students for success in college and in life for 60 years. Driven by our Christian faith, we give students the individualized attention they need to achieve and to soar through respect for each other as they learn, explore and grow.

The intern will work alongside the Principal and Assistant Principal to provide academic and administrative support.

Job Responsibilities - This position provides an ideal learning opportunity and is a resume builder geared to providing experiential learning for the intern. Although this is an unpaid part time (15-20 hrs) internship role, the intern will be an active participant in departmental and school functions making this internship a rich learning position.

General Position Responsibilities:

- Assist with data entry
- Assist with special projects when needed
- Assist with answering of phone call & messages
- Assist with filing, copying, letters, mailings, certificates
- Other duties as assigned

Qualifications

- Previous experience in education or a non-profit setting strongly preferred.
- Consistent welcoming and friendly demeanor.

Required Skills

- Superior organizational and problem resolution skills.
- Computer and analytical skills.
- Energetic, innovative, creative leader with a proven commitment to excellence.

- Comfort in interacting with various groups including students, families, staff, and faculty

How to apply: For full consideration please forward your resume to Mrs. Donna Youngheese, Principal at dyoungheese@martinluthernyc.org. A formal interview is required.