

## **Michigan Coalition Against Homelessness Position Description**

**Position Title:** Finance and Administration Intern

**Reports To:** Executive Director

**Work Location:** 15851 S Old US-27 Building 30, Suite 315, Lansing, MI 48906

**Position Summary:** This position is responsible for assisting with the organization's financial and administrative activities.

### **Essential Duties and Responsibilities:**

- Assisting with the implementation of equipment inventory policies and procedures;
- Assisting with the implementation of asset disposal policies and procedures;
- Assisting with the implementation of agency financial policies and procedures;
- Assisting with annual insurance policy review;
- Assisting with various human resource tasks such as personnel file audits, annual employee document updates, compensation surveys, scheduling annual employee evaluations, etc.
- Working with agency's Program Assistant on various assignments related to financial management and administration;
- Other activities as assigned.

### **Qualifications:**

1. At least two years of college;
2. Self-starter;
3. General understanding of financial practices;
4. Strong written and verbal communication skills;
5. Ability to organize activities and prioritize assignments;
6. Working knowledge of Microsoft Office Suite;
7. Working knowledge of QuickBooks program helpful;
8. Experience with general office operation helpful;
9. Desire and ability to work collaboratively with others;
10. Ability to work independently;
11. Desire to make a difference in the human service sector.

To apply for this position, please send resume and cover letter to Laurel Burchfield, Manager of Marketing, Growth, & Development, [lburchfield@mihomeless.org](mailto:lburchfield@mihomeless.org).

**This is an unpaid position located in Lansing, MI. Class credit may be available.**