Job Title: Administrative Operations Coordinator (Intern/Unpaid)
Reports To: Financial Coordinator and/or Executive Director

Position Summary
The Administrative Operations Coordinator (Intern) will play a key role in will focus on sorting and streamlining an archive of paper files, scanning and storing documents digitally, and creating a clear, sustainable organizational structure for both paper and online files. We are seeking an organized, detail-oriented intern to support a large-scale office and digital overhaul project. The intern will play a key role in helping us move toward a more efficient, accessible, and eco-friendly system.

Key Responsibilities and Tasks
- Support accurate storage and accessibility of nonprofit compliance paperwork (e.g., tax filings, board documents, grant records) to ensure the organization meets legal and reporting requirements.
- Sort and organize a backlog of operational paperwork
- Digitize physical documents through scanning and uploading
- Name, tag, and store digital files in an organized and logical structure
- Reorganize existing online files, ensuring consistency and easy navigation
- Create a standardized filing system for future use (both physical and digital)
- Identify and archive outdated or duplicate files
- Provide recommendations to improve long-term file organization

Qualifications
- Interest in learning about nonprofit compliance and documentation standards is a plus.
- Strong attention to detail and organizational skills
- Comfortable with repetitive tasks that require accuracy
- Basic computer literacy; familiarity with cloud-based drives (e.g., Google Drive, Dropbox, or similar) preferred
- Ability to handle confidential information with discretion
- Self-motivated and able to work independently, with guidance from staff
- Interest in nonprofit operations and administration is a plus

Time Commitment
This internship is designed to be flexible and scalable to align with the student's degree program or academic credit requirements. The optimal commitment is at least four (4) hours a week, with final scheduling to be determined in coordination with the student and their academic advisor.

The position will work in office and should be completed Monday through Friday during general business hours, to ensure access to program staff and timely client communication.