



Administrative Support Internship – Summer 2022 (Four Weeks)

We are looking for a college student who would love to learn more about administration at Tenacre and bring their practice of Christian Science to each day's work. The intern will be an active contributor, focusing on learning and supporting the administrative work, including learning the different processes related to Staff Relations (Human Resources) and the Business Office. Specific duties include:

Staff Relations (Human Resources):

- Prayerfully supports the daily activities of Tenacre
- Helps with correspondence and letter mailings
- Supports staff and community events
- Assists with writing staff notifications
- Supports Employment and Benefits with special projects
- Coordinates various projects related to compliance and record retention
- Other tasks may be assigned as needed

Business Office:

- Assists with account reconciliations and month-end financial reports
- Helps with annual audit preparations
- Takes part in formulating new reports for the Board of Trustees and management
- Assists with record retention
- Files documents
- Does spreadsheet work
- Tracks accounts and prints checks
- Receives training in Net Suite – and accounts payable program

Requirements:

- Computer savvy with Microsoft Office, especially Excel and graphing, and a quick learner with computer systems
- Great communication skills
- Attention to detail
- Ability to work independently
- Student of Christian Science

Together, we will be stretching ourselves spiritually! If you are interested, please apply at our website, www.tenacre.org.