

ADMINISTRATION INTERN

Administration | Parish President's Office



SUMMARY

Provide general secretarial and administrative services to the Parish President and Chief Administrative Officer.

ESSENTIAL FUNCTIONS

- Perform secretarial duties by filing, typing, preparing reports, receiving phone calls, sorting mail, transcribing, and performing data entry.
- Attend briefings, meetings, and presentations with staff and other internal and external entities.
- Maintain awareness of local, state, and national issues and policies relating to Terrebonne Parish Consolidated Government.
- Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

- At least 18 years old.
- Preference will be given to applicants from Terrebonne Parish.
- Ability to read memos, letters, reports, correspondence, certificates, specifications, newspapers, and maps.
- Ability to write letters, memos, reports, agendas, resolutions, and correspondence.
- Ability to perform general math calculations.
- Proficiency with Microsoft Office Suite applications (Word, PowerPoint, Excel, Outlook, and Publisher).
- Possess and maintain valid Louisiana driver's license.

EDUCATION REQUIREMENTS

- Must obtain a junior or senior status at a community college or university by May 2024.
- High school diploma or GED certification required.

JOB OVERVIEW

STARTING PAY

\$12 to \$13.50 per hour

LENGTH OF INTERNSHIP

June 3 to July 26

SCHEDULE

Schedule varies; 20-25 hours per week

LOCATION

Government Tower