



The **NOBCChE Collaborative** is seeking an energetic, responsible administrative intern to join our organization. Under the supervision of the NOBCChE Liaison, the administrative intern will be responsible for assisting across multiple program areas including event coordination, communication, and administration.

The mission of the **NOBCChE Collaborative** is to develop a pipeline of academic career opportunities for NOBCChE undergraduate, graduate, and post-doctoral members that helps to achieve NOBCChE's overall mission and seeks to improve the representation of people of color in academia.

Intern Duties and Responsibilities

- Work with NOBCChE Collaborative Liaison in planning and executing all NOBCChE Collaborative assigned projects
- Perform basic clerical duties such as maintain files, organize documents, record meeting minutes, photocopy, fax, email, etc. as needed
- Maintain NOBCChE Collaborative member contact list and email distribution group list
- Plan, coordinate, and attend NOBCChE Collaborative meetings
- Work with NOBCChE Collaborative Liaison to coordinate meeting at Annual NOBCChE National Conference
- Document and follow up on important actions and decisions from meetings
- Prepare/Distribute necessary presentation materials for meetings
- Interact with various NOBBCHE Collaborative members to coordinate special project activities
- Ensure NOBBCHE Collaborative deadlines are met
- Oversee NOBCChE Collaborative meeting correspondence, and prepare and review related emails, meeting minutes, and announcements
- Maintain NOBCChE Collaborative newsletter (Spring/Summer and Fall/Winter Editions)
- Provide administrative support as needed
- Process approved NOBCChE Collaborative expenses in a timely manner
- Prepare and send updates for Collaborative website to NOBCChE communications team as needed
- Write and edit documents (letters, reports, presentations, and more) for the collaborative
- Manage program data in spreadsheets
- Maintain constant communication with Collaborative partners

- Help maintain the Collaborative budget and support grant submissions and progress reporting activities
- Provide bi-monthly reports on Collaborative meetings and plans to NOBCChE Liaison

Intern Requirements and Qualifications

- Business, Communications majors or B.S. degree holders preferred or Chemistry or Chemical Engineering majors with business and communications experience
- 3 years of experience with Internet and social media platforms
- Experience in administrative support
- Energetic and creative
- Hard-working and team-oriented
- Reliable and ability to meet deadlines
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Must be 18 years of age
- Excellent written and verbal communication skills
- Self-directed and able to work without supervision
- Eager to tackle new projects and ideas

Compensation

- Paid compensation for internship
- Part-time hours
- Remote work offerings
- Limited travel

Development Opportunities

- Mentoring and training opportunities with experienced, knowledgeable professionals
- Practical experience with social media campaigns
- Opportunity to participate in networking events and company meetings
- Flexible schedule for students

To Apply

Please submit a cover letter, most recent resume, unofficial transcript (if currently a student), and the names of three professional references to answers@nobicche.org.

- Insurance, health, and retirement benefits are not included in this position and must be covered elsewhere.