

Executive Assistant Intern

The Executive Assistant Intern will work directly with the Chief Executive Officer for 10-15 hours per week, providing administrative, research, and project support. This internship offers an opportunity to gain hands-on experience in nonprofit leadership, strategic planning, communications, and organizational management. The ideal candidate for this internship is detail-oriented, professional, and passionate about community service and social impact. The Executive Assistant Internship will begin June 1, 2026.

Primary Responsibilities

Assist the Chief Executive Officer by

- Performing daily administrative tasks, including scheduling, email correspondence, and document preparation.
- Supporting the coordination of Board of Directors meetings, including compiling reports, tracking follow-up items, and maintaining meeting records.
- Conducting research and data collection to support community partnerships, grant opportunities, and donor engagement.
- Drafting and proofreading communications, such as letters, announcements, and policy documents.
- Helping to maintain and organize digital files, calendars, and contact lists.
- Participating in select meetings or community events to take notes and prepare summaries for internal use.
- Assisting in the planning and execution of initiatives led by the CEO, staff meetings, and special projects as needed.

Requirements

- Current college student or recent graduate.
- Pursuing a degree (major or minor) in a related field to non-profit management, human services, public administration, business administration, communications, or related field.
- Able to commit a minimum of 10-15 hours a week to the internship.
- Proficient in Google Suite and Microsoft Office.
- Familiar with Canva and Slack (preferred).
- Strong written and verbal communication skills.
- Excellent skills in organization, time management, and attention to detail.
- Ability to work independently, handle sensitive information, and multitask effectively.
- Maintain confidentiality and professionalism at all times.
- An understanding (or desire to understand) of Trauma-Informed Care practices when dealing with individuals in crisis.
- An understanding (or desire to understand) of the Housing-First philosophy of GRACE and the GRACE Way.

Physical Demands

Light physical demands (lots of listening, some talking, and more listening. Working on the computer and phone. Driving to appointments and events. Lifting light equipment/materials, and occasionally working long days, nights, or weekends).

Culture and Benefits

GRACE is an exciting, fast-paced organization filled with some of the best people you could ever hope to meet. All of our programs - day services, permanent housing, emergency shelter, volunteers, and more - are organized around three core values: Safety, Impact, and Respect. We're on a mission to end homelessness, and we're always looking for new and innovative ways to improve what we do. GRACE offers opportunities to make your work schedule fit your life.

Salary & Benefits

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| Salary Range: | \$500 Stipend, Course Credit Available |
| Reports to: | Chief Executive Officer, Darius Williams, MS, ABA, SME |
| Reporting to this position: | N/A |
| Location: | GRACE Marketplace, Hybrid Options Available |
| Status: | Temporary Internship |
| Benefits: | Not eligible |

To Apply

The deadline to apply is Friday, May 22nd.

Please submit a resume and a brief statement of interest (1-2 paragraphs) to:

dwilliams@gracemarketplace.org

Darius Williams, MS, ABA, SME

GRACE Marketplace

Chief Executive Officer