

**SAMPLE JOB DESCRIPTION TEMPLATE**

**Company Name:**  
**Company Address:**  
**Company Logo:**  
**Company Website:**

**Mission Statement:**

**Supervisor Name:**  
**Supervisor Title:**  
**Supervisor Phone Number:**  
**Supervisor Email Address:**

**Intern Responsibilities:**  
**Intern Skills:**

## **SAMPLE JOB DESCRIPTIONS RECEIVED FROM PARTNERS**

### **General Types of Responsibilities and Intern Skills:**

#### **Intern Responsibilities**

- Assisting with general office work (filing, scanning, making copies, etc.)
- Reception work (answering phones, receiving and directing visitors, etc.)
- Undertaking outreach to clients (calling, preparing mailings, etc.)
- Online research
- Revising marketing documents to reflect comments from internal personnel
- Data entry, creating and maintaining spreadsheets
- PowerPoint preparation
- Conference room and facilities management
- Assisting with the ad-hoc projects
- Participating in various groups' weekly team meetings
- Distributing financial reports to appropriate managers
- Stocking conference rooms with necessary amenities
- Under guidance, engaging in basic financial analysis / general accounting duties
- IT Support

#### **Intern Skills**

- Experience in MS office suite, experience with Word and Excel of particular importance
- Strong communication, analytical and technical skills
- Detail-oriented
- Ambitious attitude, demonstrated responsibility and a desire to learn
- Interest in industry
- Ability to perform in a fast-paced environment

### **Legal Services:**

#### **Intern Responsibilities**

- Make corrections to, and enter data into, database
- Process Notices of Appearance
- Prepare files for archiving in offsite storage
- Scan filings and save to shared folder
- Assist FOIL (Freedom of Information Law) with tracking custody, retrieving and returning files to and from offsite storage

#### **Intern Skills**

- Strong attention to detail
- Good oral and written communication skills

## **Financial Services:**

### **Intern Responsibilities**

- Collaborate with the finance staff to ensure the integrity of firm's books and records, learn about how financial analyses are done, and participate in job shadowing to gain an understanding of future career opportunities
- Learn to use Microsoft Excel to produce financial analysis and reports, and PowerPoint to create presentations to peer mentors and team managers within the group assigned
- Learn department processes and make suggestions for improvements where possible
- Serve as a valued member of the team and respected partner to key constituents

### **Intern Skills**

- Strong attention to detail and professionalism
- Familiarity with Microsoft Excel

## **Film & Media:**

### **Intern Responsibilities**

- General office work (faxes, copies, mailings)
- Conference outreach
- Accompany team members on shoots throughout the five boroughs
- Check equipment for issues/bugs
- Shadow production staff as needed
- Assist at promotion events

### **Intern Skills**

- Experience with Final Cut Pro
- Good communication skills

## **Accounting:**

### **Intern Responsibilities**

- General office work (filing, faxing, making copies, errands, etc.)
- Enter potential client contact information into CRM
- Update contact info in CRM as needed
- Create contacts in Microsoft Outlook
- Schedule follow-up correspondence with potential clients
- Conduct internet research on potential nonprofit clients' current accounting needs and management teams
- Call potential clients to verify information on the organization's website
- Make name badges and for networking events

### **Intern Skills**

- Strong attention to detail
- Good time management
- Ability to work independently
- Ability to work quickly
- Microsoft Word and Excel knowledge

- Accurate data entry and high level of reading comprehension

### **Government:**

#### **Description**

A Finance/Accounting intern filling this position will handle a wide range of important duties. The position will offer a great opportunity to learn about the world of finance, including bond structuring, pricing, market trading, banking relationships and government services.

#### **Responsibilities**

- Assist with checks
- Track secondary trade data
- Help with accounts payable reconciliation
- Data Research
- Work with the team on yearly liquidity fee budgeting
- Manage digital and physical files
- Data entry

#### **Requirements**

Applicants should be proficient in Microsoft Office. Attention to detail, the ability to multi-task and excellent inter-office, personal and communication skills are all essential to this position.

### **Information Technology:**

#### **Intern Responsibilities**

- Coordinate online marketing and advertising campaigns
- Collaborate with internal departments on projects and assignments
- Utilize social media to engage with a community of fans/followers online
- Know about new trends

#### **Intern Skills**

- Demonstrates interest in social media and how media and communication strategies can continuously engage the online community
- Comfortable with public speaking and customer service

### **Electrical:**

#### **Intern Responsibilities**

- Assist with CAD programs
- Assist with technical drawings
- Design electrical parts

#### **Intern Skills**

- Good time management
- Attention to detail

### **Culinary:**

#### **Intern Responsibilities**

- Mentor high school youth who are participating in CHEFS for Change food access project
- Manage youth to stay on track
- Help with social marketing and promotion
- Aide with cooking demonstrations for the community

**Intern Skills**

- Interest and ability in cooking
- Experience working with youth
- Comfort in leading peers
- Public speaking
- Interest in social marketing