

# INTERNSHIP

Organization: World of Children

Location: Pleasanton

Job Title: Administrative Assistant Support



## Job Description:

- Assist with day to day projects
- Maintaining databases
- Building bucket files
- Sending weekly thank you letters
- Updating lists
- Assist with mass mailings

## Qualifications/Requirements:

- Team player
- Reliable
- Attention to detail
- Knowledge of MS Office
- Good writing skills
- Accurate keying and typing

Hours: Part-time hours (flexible)

Wage: Unpaid

Training: On the job training provided on an as needed basis

Time Period: One semester

Contact: Las Positas Internship Coordinator  
Leslie Gravino @ (925) 424-1876