



*"...From Surviving To Thriving"*

**Internship**  
**Bridge to Freedom Foundation**  
<http://www.bridgetofreedomfoundation.org/>

Founded in 2008, Bridge to Freedom Foundation is a nonprofit charitable foundation based in the Washington, D.C. metropolitan area. The mission of Bridge to Freedom Foundation is to enhance the services and opportunities available to survivors of modern slavery. We do so by connecting for-profit corporations, community groups, educational establishments and the general public in the support and development of these victims.

Bridge to Freedom Foundation offers the unique opportunity to launch a new organization. We seek bright, motivated, and socially aware individuals to bring their skills and expertise to our organization. We offer flexible volunteer hours, educational and training opportunities, and the ability to network within D.C.'s nonprofit community.

We currently seek an Executive Assistant to work alongside our Executive Director/Founder to aid in the general management and organizational development needs of the Foundation.

**Position/Title:** Executive Assistant

**Goal of Position:** To assist in the daily activities and organizational development, allowing for individual growth, knowledge and skill development to be attained furthering a career in the human rights field or non-profit management.

**Responsibilities of the Executive Assistant include (but are not limited to):**

- Provides high level administrative support and performs administrative duties for the Executive Director/Founder.
- Manages and coordinates Senior Executives daily schedules to include travel arrangements, scheduling of Board conference calls, meetings both internal and external to the organization.
- Screens and triages incoming calls to the office of the Executive Director/Founder.
- Drafts and edits proposals, reports, and correspondence. Writes draft correspondence as requested for review by the Executive Director/Founder and/or Director of Operations.

- Plans and coordinates scheduling, data compilation, and correspondence for Executive Director/Founder and Director of Operations.
- Organizes and maintains an office-wide filing and document retrieval system to allow for easy access to information.
- Generates correspondence to major donors, board members, consultants, and other organizations and affiliates.
- Scheduled president's meetings, travel arrangements, appointments and calendar. Maintains filing systems.
- Responsible for event scheduling and calendar oversight.
- Board Liaison. Works with the Executive Director/Founder, the Director of Operations, and the Board of Directors to support the Annual Board meeting, handling all aspects of the meeting, including but not limited to assisting with development of board educational and working materials, minutes, meeting agenda, travel reservations, hotel bookings, transportation and meal reservations.
- Establishes and maintains the timetable for Board mailing and works with the Senior Executives to collect and organize requested materials.
- Assists and generates Board communications including calendar scheduling, retrieving and compiling data, as well as correspondence and telephonic communiqués.
- Takes and transcribes minutes for all Board and Executive Committee meetings and/or calls as may be requested.
- Supports all interaction with the board including assisting with personal requests/information.
- Performs the monitoring of expenses of account lines, including purchases, credit card, travel and other miscellaneous expenses. Reviews expense vouchers, purchase order, and time sheets as needed to ensure appropriate supporting documentation prior to review and approval by Senior Executives.
- Possesses advanced computer skills along with the ability to train others on system usage.

**Additional Qualifications:**

Practical Experience: Three years of comparable administrative experience required. Previous experience supporting senior level executives preferred. Interest in fighting modern day slavery and flexible with the day to day activities changing frequently as an assistant to the Executive Director.

Education: High school diploma or equivalent required. Administrative certification, BS or BA in related field preferred.

**Technical Qualifications:**

- Ability to type a minimum of 55-60 words per minute.
- Proficient in Microsoft Word/Excel/ PowerPoint/Adobe Acrobat and Outlook.
- Excellent oral and written communication skills.
- Basic mathematical skills.

- Ability to plan, organize, and prioritize multiple tasks.
- Skilled at project management, organization, scheduling, research, filing and electronic recordkeeping, and event planning.
- Ability to deal effectively and professionally with a variety of persons

**Timeframe:**

**Length of time/duration:** Start and end dates are flexible, however a commitment of 3 months is requested.

**Estimated hours:** Hours are flexible and are available on a full or part-time basis; however a minimum of 15 hours per week is suggested.

**Scheduling:** Scheduling is flexible and may vary based on organizational events and project deadlines.

**Training Required:** An initial week of training and orientation will be provided in order to acclimate interns to Bridge to Freedom Foundation's mission, goals and programs, as well as our staff and volunteers.

**Location:** Our office is located in Fairfax, VA, however it is not required that the Executive Assistant work daily from our office, and much of the positions responsibilities and duties can be done virtually. Executive Assistant may also be asked to attend conferences or other offsite meetings. Time in the office versus virtual office hours will be established on an individual needs basis and may vary weekly.

**Benefits:** Although positions are unpaid BTFF will provide local transportation costs. Funding for this position is currently being sought. Should the candidate find grant funding source to secure fulltime compensation, then such will be made.