



COMPASSION CONNECT

Jesus · Freedom · Love · Unity · Service · Excellence · Innovation

uniting to serve

High School Office Assistant Internship

This year, we know it's harder than ever to find ways to gain the real-world experience you will need to have an edge during the college admissions process, and we want to help. If you are a Junior or Senior in high school who wants to gain professional skills and help change the world starting in your own backyard, Compassion Connect may be the place for you.

We are seeking two weekly, in-person* high school office interns to help enter donations, respond to emails and calls, manage our online database, and learn filing and shredding. Learn how a nonprofit works from the inside while gaining valuable skills and work experience.

This is an unpaid internship designed for students looking to gain real-world experience and show volunteerism. You'll receive training and professional mentorship for every aspect of the job, so don't be intimidated if you haven't done something like this before. We are looking for people who are both detail oriented and computer literate, and excited to work in a Christian nonprofit.

Title: Office Intern

Location: Main Office—12135 SE Lincoln St. Portland, OR

Reports to: Office Coordinator and Regional Director

Time Commitment: 4 hours/week for 3-6 months (depending on desired experience)

Perks

- Gain experience working for a dynamic, growing nonprofit that is making a huge impact in Portland, Arizona, Tacoma, and beyond
- Learn and practice office skills while making a difference
- Relaxed office atmosphere where you will be encouraged and challenged
- If desired/applicable, we are happy to offer internship or community service hours, or work with senior project requirements
- Compassion Connect Swag

***In-Person Details:** The nature of this job requires you to be onsite in our SE Portland office. Because of the pandemic, our office is currently closed to employees that are able to work remotely. This means that you will likely have an office room to yourself and will only interact with your supervisor who will be masked and respect social distancing. As cases decrease, we may reopen the office to more employees but will continue to respect state and local guidelines to keep everyone safe.

Interns will work with their supervisor to determine weekly hours. Ideally, an intern will come in one day a week for 4 hours between 9-5, but 2 days for 2 hours works as well if that is better for school schedule. Interested? Please fill out an application [here](#).

***Retail Internships with our SW Portland Adorned In Grace Bridal Shop are also available (ages 16+). Inquire for Details.**