The Y is dedicated to building programs for youth development, for healthy living and for social responsibility that promote strong families, character values, youth leadership, community development and international understanding. The Y makes accessible the support and opportunities that empower people and communities to learn, grow, and thrive by providing supportive and inclusive environments that nurture the potential of every youth and teen, improves the nation’s health and well-being and provides opportunities to give back and support neighbors.

General Function:
The Account Administration Intern will have the opportunity to work alongside the Business Director and Accounts & Billing Director. This position is perfect for anyone interested in a career as an account manager and/or administration manager. Through this internship, the individual will perform administrative duties for a variety of child care and community programs. These programs include: Summer Camp, Winter Camp, Spring Break Camp, Afterschool Program, Learning Centers, MEND (Mind, Exercise, Nutrition, Do it!), Happy Kitchen, and Early Learning Readiness Program. Interns will be able to see the complete functionality of programs within the Y and learn various managerial styles.

Job Description:
Under the direction of the YMCA Business Director and the Accounts and Billing Director, the Account Administration intern will:

- Promote and incorporate the YMCA five core values, 40 Developmental Assets, and character development model into all program activities
- Assist in the communication of program information to the community
- Help maintain the organization of the Program Services Office
- Provide accurate and timely program communication to YMCA staff, Directors, and Executives
- Actively and enthusiastically support the Branch and Association goals and directions through effective completion of tasks and verbal display to peers, staff, members and guests.
- Effectively complete tasks assigned by Business Director and Accounts & Billing Director
- Assist with the development of a strategic plan to reach community for various programs

Requirements:
- Interested in contributing to the mission of the YMCA
- Reliable transportation to attend work
- Team player with a positive, service-oriented attitude
- Minimum 18 years of age
- Must have high school diploma
- Some college experience preferred

Preferred Qualifications:
- Strong written and verbal communication skills
- Proficiency in Microsoft Office, especially Excel, Word, and Outlook
- Ability to apply knowledge of accounting and finance basics
Must assume responsibility for accuracy and timeliness of work product
Able to multi-task
Bilingual

Benefits:
Individual membership to all YMCA's of Austin (over $600.00/year value)

To Apply:
Qualified applicants should submit an internship application, resume, and professional references to Ishmael Behrhorst at ishmael.behrhorst@austinymca.org.