



Job Title: Administrative Intern

Overview of Position:

Waldorf School at Moraine Farm is seeking an individual who would provide support and assistance to the School Director and Administrative Team. Work includes but not limited to:

- assisting and organizing in-person and virtual events
- supporting the creation of agendas and taking minutes during meetings
- developing spreadsheets of information
- using the School's database to curate and gather information
- assisting with development work
- assisting with marketing and communications
- execute data entry-related tasks and maintain organized files

Job Skills & Qualifications

- Current Bachelor's degree student or obtained a Bachelor's degree
- Ability to take direction and absorb information quickly
- Self-motivated
- Strong communication
- Highly creative
- A collaborative mindset
- A good sense of humor
- The ability to adapt as needed
- Innovative and eager to taken on challenges

Position Details:

This is a 20-40 hour, Monday to Friday week unpaid internship. Immediate start date. This position requires background checks as required by the Commonwealth of Massachusetts.

How to Apply:

We invite you to send a letter of introduction, resume, and a completed [employment application](#) (found on our website) to Waldorf School at Moraine Farm, Attention: Internship Search Committee, 701 Cabot Street, Beverly, MA, 01915. Please send email inquiries or electronic application materials to hiringteam@waldorfmoraine.org.

We look forward to hearing from you!