

**The CIRI Foundation**  
**JOB DESCRIPTION**

**Position:** *Intern*  
**Department:** Administration  
**Reports to:** Administrative Manager  
**Supervises:** None  
**Type:** Temporary, Non-Exempt, Part-time (Wage DOE)  
**Date:** January 16, 2024  
**Revised:**

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**General Function:** The Intern position offers support services for The CIRI Foundation (TCF). The Intern's main responsibility is to effectively scan and convert diverse documents and files, ensuring a smooth shift to a digital setting. The Intern position demands a high level of accuracy, strong organizational abilities, and the capacity to manage confidential information discreetly. Additionally, the Intern carries out general office tasks as designated, aiding in the coordination and execution of particular projects by applying sound business practices, policies, and organizational knowledge.

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**Major Activities:** (Typical Duties/Responsibilities in priority order)

- Organize and prepare physical documents for scanning.
  - Conduct quality checks on scanned documents to ensure clarity, legibility, and completeness.
  - Maintain an organized file structure to facilitate easy retrieval of scanned documents.
  - Input relevant metadata and indexing information for scanned documents into the designated database or document management system.
  - Collaborate with team members to ensure a smooth workflow and timely completion of scanning tasks.
  - Follow established policies and procedures related to document scanning and data management.
  - Assists in answering incoming phone calls and referring callers to appropriate staff and receives visitors to the Foundation.
  - Assists in opening and processing daily incoming mail, email, and faxes.
  - Keeps the kitchen, conference room, and copy room clean and the office area organized.
  - Assists the Administrative Manager with monthly office supply orders.
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**Administration:**

- Assists in the implementation of selected Foundation projects as authorized by the President/CEO.
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**Skills, Knowledge and Abilities:**

- Excellent customer service skills, meticulous attention to detail, and proficiency in utilizing databases.
- Knowledge of general business formats and procedures.
- Experience with computer equipment and programs including: Microsoft Office, MS Teams, GoTo Connect and Zoom, databases, and FileMaker Pro preferred.
- Proficient computer skills, including familiarity with document management systems.
- Strong attention to detail and accuracy.
- Ability to handle repetitive tasks while maintaining focus.
- Excellent organizational and time-management skills.
- Tidy and maintain the office area.

- Positive communication skills and attitude with Beneficiaries and the public; excellent customer service skills required.
- Ability to lift at least 25 lbs.

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**Minimum Experience Qualifications:**

- High school diploma or GED.
- Previous experience in document scanning or a related field is a plus.

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**Standards of Employee Conduct: Employee Responsibilities**

- Commitment to the mission of The CIRI Foundation.
- Responsible use of working time with efficient task performance and quality results.
- Cooperation with supervisor and other employees.
- Observance of safety and health rules.
- Proper use and maintenance of company equipment and materials.
- Respect for other employees and their property.
- Maintenance of responsible attendance standards, including prior notification of absence.
- Good grooming and suitable business attire for meeting the general public.
- Protection of confidential information.

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**Required Contacts:**

- Foundation team members, beneficiaries, general public, and board of directors.
- Periodic contact with the Foundation’s accounting service team and IT team.
- Community and business leaders.
- Other Native and civic organizations.
- General Public.

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**JOB DESCRIPTION APPROVAL:**

Employee: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_  
(Signature)

Date: \_\_\_\_\_

**Disclaimer**

*The information provided in this description has been designed to indicate the general nature and level of work incumbents perform within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.*