

EXECUTIVE ADMINISTRATION INTERN

Location: New Castle, Delaware

Hourly Rate: \$16.00 (Undergraduate Student)-\$18.00 (Graduate Program Students)

Opening Date: December 12,2023

Closing Date: March 22, 2024

I. POSITION SUMMARY

This position is responsible for assisting the Executive Director with projects as needed in a wide variety of activities, including operational planning, project management analysis and assistance in executive communications. This position may work with other staff to assist in developing programs, procedures, and practices in support of business operations as directed by the Executive Director. Excellent written communication skills and knowledge of social media platforms may be required.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs special research and analysis with staff in providing policy formulation
- Assists with documentation of processes and procedures
- Development of communications materials and content for Executive Director
- Assists in social media initiatives
- Research new business concepts and ideas
- Helps organize business plans, business ideas, etc.
- Follows up with business relationships
- Approaches all problem-solving by focusing on the customer first
- Provides the highest level of customer service and professionalism to all internal and external customers
- May be asked to travel to multiple sites
- Performs other duties as assigned

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of principles and practices of business and/or public administration
- Strong analytical skills
- Social Media knowledge across a diversity of platforms, including Facebook, and Instagram
- Ability to appropriately handle very sensitive and confidential information
- Ability to work across all levels of the organization
- Self-motivated and able to work independently
- Proficient in PowerPoint, Word, and Excel
- Effective verbal and written communication skills
- Strong time management and organization skills
- Ability to multi-task and work in a fast-paced environment
- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner

IV. REQUIRED EDUCATION AND EXPERIENCE

- Sophomore, Junior, or Senior in college with a demonstrated interest in management and business

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES

- Valid Driver's License

VI. ADDITIONAL REQUIREMENTS

- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution.
- All potential employees will be subject to a background investigation and pre-employment drug testing

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If you are interested in applying for this position please complete the on-line application at www.drba.net. In addition, please attach a resume to the completed application.

The Delaware River & Bay Authority is an Equal Opportunity Employer (EOE).

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