

# Family Care International

## Interns - General Office/Clerical

Provide support to Administration, Development, Communications, Human Resources and Finance as needed. Reports to the Office Manager.

Duties include:

- Front office reception duties, including phones.
- General clerical duties including faxing, copying, filing, sorting and data entry.
- Distributing mail.
- Other administrative support duties as assigned.

Qualifications:

- Strong written and verbal communication skills.
- Customer service skills.
- Microsoft Office (Word, Excel, and PowerPoint).

Language skills (Spanish and/or French) an asset.

Interested candidates should send a resume and letter of interest to:

Family Care International  
588 Broadway, Suite 503  
New York, NY 10012  
Fax: 212-941-5563  
E-mail: fcijobs (at) fcimail (dot) org

*\*No telephone inquiries, please.*

**FCI** is an equal opportunity employer. We are committed to hiring skillful candidates regardless of race, color, religion, sex, national origin, age, marital status, sexual orientation (perceived or otherwise), disability or veteran status.