



## Seasonal Administrative Internship

**Company:** Challenge Enterprises of North Florida, Inc.

**Address:** 3530 Enterprise Way

**Location:** Green Cove Springs, FL

**Application Deadline:** Available Year-Round

**Position:** Internship, Unpaid

**Description:** Challenge Enterprises Seasonal Internship Program is offered four times a year and is designed to provide students and recent graduates with a real-world and hands-on opportunity to learn about the operations of an office environment. Internships are available in Green Cove Springs and Orange Park, FL:

- Shadow Receptionist to learn how to greet incoming and outgoing visitors, maintain a visitor's log and issue visitor badges, and learn how to use the telephone and take messages.
- Learn the proper use of copiers, fax machines, scanning equipment, computers, and postage meters.
- How to create and update office files - create and label new file folders.
- Assist with any large mail out or marketing products – collating, labeling, stuffing and preparing for mailing.
- Interns will also receive assistance in career development to include writing resumes, cover letters, or letters of reference.

**Responsibilities:** Interns are expected to work between 15 to 20 hours total during the Internship Program. All interns are subject to the applicable employee rules. Interns will receive certificate of completion at the end of their internship program.

**Requirements:** Must be able to understand written and oral instructions and follow through efficiently. All Interns must speak fluent English and must pass a background check.

**Visit [www.challengeenterprises.org](http://www.challengeenterprises.org) for more information**