

Hosanna House, Inc.
Office Assistant Intern—Fall/Spring/Summer

807 Wallace Avenue
Wilkinsburg, PA 15221
www.hosannahouse.org

Hosanna House, Inc., a place called hope, was established in 1989. We are a multi-purpose community center that serves over 38,000 people per year. Our mission is people working together providing opportunities that will empower families and individuals to discover, acknowledge and develop their maximum potential physically, spiritually and economically. We have a 4 star NAEYC accredited child development center, after-school and youth programs, job training programs, technology programs, masonry program, and community outreach programs. We have partner agencies such as our New Foundations and HUD Programs (which provides housing and recovery management for homeless disabled individuals).

Duties of intern:

- Greet and direct clients.
- Answer Child Development Center telephone system.
- General office duties such as typing, filing, request of supplies, coping, and faxing.
- Provide administrative support for staff.

Requirements and skills:

- Some college preferred.
- Minimum one year office administrative support experience is preferred.
- Must have some experience with MS Word.

Location: Child Development Center

Available Positions: 1

Compensation: unpaid/academic credit

Academic Background: Business Management, Public Administration

Contact: Turzan Robinson, Director's Assistant

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Application procedure: e-mail resume