



Boston
Neighborhood
Network

BNN INTERNSHIP: BUSINESS ADMINISTRATION

Job Title: Business Administrative Assistant

Hours Per Week: 20 hours a week Jan- June

Job Grade Level: Intern

Base Pay Rate: Unpaid Part- Time

Department: Administration & Operations

Contact: interns@bnntv.org

Boston Neighborhood Network (BNN), Boston's community media center, offers public access to cable television channels, video production equipment and facilities, training, production support, and a multimedia computer center. By providing the means of production and a public forum, it invites diverse communities to express themselves and encourages broad-based public dialogue.

About the Position:

Interns will assist the General Manager and Operations Manager in the daily operations and administrative duties of BNN. Tasks may include: organizing records; creating financial and operational documents; creating professional power point presentations; facility maintenance; data entry; reception; grant research. This is an unpaid internship but college credit may be available.

Qualifications:

- Computer skills with an emphasis on knowledge of Microsoft Office, Outlook, Excel and Power Point
- Assist in administrative operations
- Ability to complete tasks as directed and work under time constraints
- Knowledge of television production
- Assist with financial record keeping, knowledge of QuickBooks or similar accounting software is a plus

Supervisor:

Curtis Henderson, General Manager

Jim Atwood, Operations Manager

To Apply:

Please send a cover letter, resume, three references, and a writing sample to:

BNN Membership & Outreach

ATTN: Internship

interns@bnntv.org or fax your information to: 617-708-3210