



POSITION DESCRIPTION: OPERATIONS ASSISTANT INTERNSHIP

The Wehrman Collaborative, LLC June 2020

ABOUT WECO

WeCo is a digital service company which helps organizations make websites/software/mobile applications accessible by providing them with direct access to subject matter experts who live with disabilities. We are a company founded and staffed by digital technologists who live with disabilities with a strong outreach to communications and administrative professionals who live with disabilities. WeCo is an equal opportunity employer with a dual mission of helping organizations create accessible digital venues and providing career opportunities to talented professionals who may be overlooked by traditional work environments.

To learn more about WeCo, visit our web site at: www.theweco.com or follow us on Facebook at: WeCo (The Wehrman Collaborative) or on Twitter at: @WeCo5

POSITION PURPOSE

The **WeCo Operations Assistant Internship** is designed to provide the successful applicant with the opportunity to obtain solid organizational and communication skills in a supportive physical and virtual office environment. This role provides an opportunity to learn how to provide administrative support to members of a growing staff team, and our Certified Test Consultants who work with us from home. The successful applicant will have the opportunity to contribute as a member of a team of seasoned professionals with varied backgrounds and skill sets in an emerging technology field.

POSITION LENGTH & LOCATION

This position is designed to serve as an educational internship for the successful candidate and will last 6 months, depending upon the needs of our company.

Work may be completed in WeCo's Minneapolis North Loop office, virtually, or a combination, as agreed upon by the successful candidate and company management.

POSITION DUTIES

The WeCo Operations Assistant Position will require a time commitment of 20 hours per week.

The duties for this role include:

- **Assist in coordinating essential human resources tasks**, including responding to all applicants, scheduling candidate interviews, conducting reference checks, providing training coordination assistance and contract management.
- **Help to ensure and maintain proper documentation of personnel and applicant records.**

- **Assist with new process development and documentation.** Aid in improving new and better techniques to assist and support the administrative team.
- **Provide administrative support** to other WeCo departments, including managing calendar, coordinating meeting logistics and taking meeting minutes.

APPLICANT MINIMAL COMPETENCIES

1. Basic knowledge of the following software programs:
Microsoft Word, Excel and Power Point.
2. Ability, or aptitude to learn how to work with a virtual files system.
3. Ability, or aptitude to learn how to function within a virtual office environment via shared files, email and calendar system.
4. Previous experience working with others in a physical setting, such as volunteer work.
5. Comfortable working with coworkers who live with disabilities.
6. Good sense of order and organization.
7. Effective communication skills, both written and verbal.
8. Ability to work well with others in a team environment.
9. Ability to take direction.
10. Ability to work autonomously and self-direct work in a virtual office environment.
11. Ability to meet deadlines.

APPLICANT PREFERRED COMPETENCIES

1. Prior experience, in either a professional or volunteer setting, working with people who live with disabilities.
2. Intermediate knowledge of the following software programs:
Microsoft Word, Excel and Power Point.
3. Education and/or experience in office management procedure.
4. Experience working in virtual office or remote workplace environments.

COMPENSATION

WeCo offers a monthly transportation stipend for this internship. The successful candidate will also have access to WeCo's free career wardrobe development service.

HOW TO APPLY FOR THIS POSITION

All applicants must complete a WeCo Professional Development Internship Application found at:

<https://wecoadmin.wufoo.com/forms/internship-program-application-form/>

RESUME REQUIREMENT: Please include a current resume along with your application.

The application process will close when the position is filled.