

WINGS is global network of organizations that support philanthropy headquartered in Sao Paulo, Brazil. With around 100 members from 40 countries, WINGS contributes to strengthening, promoting and providing leadership on the development of philanthropy and social investment around the world.

ADMINISTRATIVE AND FINANCE INTERN

Description

Working under the supervision of the Administrative and Finance Coordinator, the Intern will provide finance and administrative support to a small staff. Responsibilities include: supporting the day to day admin activities, assisting in the financial routines and monitoring controls, providing general office maintenance, scheduling and organizing online and face to face meetings, other duties as assigned.

What you will learn

- Skills and experience in financial routines and monthly reports
- Experience with the work of US and Brazil bookkeeper
- Responsibilities and duties of a Board of Directors
- Dealing with operations and procedures of a global philanthropy organization
- Emerging trends and issues on global philanthropy

What we require

- Excellent verbal and written skills in English (for example: be able to write professional emails, minutes, notes)
- Working knowledge of Portuguese
- Ability to work with diverse populations
- Ability to multitask while maintaining strong attention to detail
- High organization skills and ability to work with autonomy
- Proficiency in the use of computers, Microsoft office packages (specially excel), database systems, website maintenance, and online meetings
- Completed at least 3 years in a University program (preference colleges: administration, accounting, engineering or related areas)
- Availability to work 6 hours per day
- Previous experience in accounting or admin activities is an asset

Details

- Office is located in Pinheiros, São Paulo
- Stipend (bolsa auxílio): R\$ 1.200,00 per month

How to Apply

To be considered, please submit cover letter and résumé as PDF attachments by e-mail to nlima@wingsweb.org. Consideration will begin as soon as applications are received, and the position will remain open until filled.