









Job Title: Administration Internship - Administration/Human Resources

Description:

Semester Administration/Human Resources internship (Hybrid Role) to fulfill Course Credit

Tasks:

-  Training for this role provided by VP, Operations
-  Working alongside VP, Operations for daily operations
-  Assisting in enrolling/onboarding new clients/employees
-  Organizing Google Drive Documentation
-  Working alongside Marketing Intern for the creation of how-to videos for summer curriculum
-  Creating brand cohesive package for all summer opps - campers and staff

Job-Type:

Internship for Class Credits - Semester
Hybrid Role

Abigail Academy is a scripture-based, dynamic center that incorporates fun and engaging programs with effective modern life skill training to increase self-value, self-expression, leadership and communication in young girls.