



DON'T MESS WITH DRUGS FOUNDATION

Legal and Administration Intern

Don't Mess with Drugs Foundation provides education, mentoring and rehabilitation services to improve young people's lives and to save lives. It is a non for profit charity.

Vision and Mission:

To create a better Australia around us. To have a positive impact on those who misuse and abuse drugs, and help them through education, mentoring and rehabilitation to have healthy and meaningful lives.

Why we exist?

Young lives are at risk and impact on the whole community. We will not sit on the sidelines and not do anything about it.

Position: Legal and Administrative Intern

Description:

DMWD Foundation is offering a hands on position working across multiple areas including event coordination, development, communications and administration. The role will be wide reaching as well as meeting office needs. Understanding of a non for profit organization will be expected. It will be a fast paced mission driven environment. The duties for this role are many and varied.

Responsibilities:

- General Administrative support
 - File
 - Organize
 - Mail outgoing orders
 - Maintain inventory
 - Order and stock general office
- Handling donor and customer interactions, follow up, and thanking process
- Providing customer support for local and later interstate orders and grant recipients
- Supporting event coordination for development events hosted by community partners
- Assisting in volunteer management and co-ordination
- Writing blogs, website content and helping co-ordinate the monthly newsletter including generating content, designing layout, managing subscribers
- Hands on approach. - Work across multiple areas
- Understanding of a non for profit organization and limitations that may be in place





Legal and Administration Intern

Qualifications:

- Passion for what the DMWD Foundation is trying to achieve
- Excellent organizational skills
- Written and verbal communication skills
- Detail oriented
- Follows deadlines
- Juggles multiple tasks
- Takes initiative
- Can manage own workload
- Proficiency using Microsoft Office and Mac systems
- Data base reporting
- Experience in a non for profit environment a plus
- General computer skills
- Research, writing, editing, networking, reviewing skills
- Curious and inquisitive mind- legal aspects considered where relevant
- Research and write memoranda
- Manage case files
- Research legal histories
- Write legal articles
- Attend client meetings, assist constituents

Start Date: TBC

Hours: 10 hours per week

Compensation: This is an unpaid internship. However, academic credit may be applicable pending the circumstances.

Benefits to Intern:

- All work and participation is supervised
- All work has clear instructions, guidelines and learning outcomes
- There is feedback and communications at regular points during the intern period
- Work is assigned on ability, interest area, and relevance to study and course
- Varied level of work and different types of challenging tasks to suit students
- Hours are flexible and adjusted to individuals and tasks allocated during intern period
- Tea, coffee, lunch provided
- Safe work environment
- Reference will be provided if required, at the end of the internship
- Potential for some paid work after intern period and study is completed
- Monday to Friday
- If required for field work during the weekend, non-intern terms may/will apply
- DMWD is an Equal Opportunity Employer



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