

Drew Lewis Foundation
Springfield Way Internship Description
Summer 2024

Document Scanning and File Management

We are seeking a motivated and detail-oriented intern to join our team and support our document management process. The primary responsibility of the intern will be to scan physical documents and convert them into electronic files. Additionally, the intern will be responsible for organizing and uploading these electronic files to our server for efficient data management based on established guidelines. This role requires that the intern collaborates with team members to maintain an organized and easily accessible document repository. They will also assist in routine maintenance of scanning equipment and troubleshoot any technical issues that may arise.

This individual must be:

- Willing to be flexible with assignments and work hours
- Willing to work with others
- Able to function well in a high-paced environment
- Willing to receive feedback on work
- Able to meet deadlines
- Proficient skills with Google Docs, SharePoint, and Mac Software

The Drew Lewis Foundation hours are Monday through Friday, 9 AM – 5 PM. On Thursdays, the foundation stays open until 7:30 as Thursday nights are when programs are held. There is a community dinner that happens right before programs. The intern must be able to work until 7:30 pm a minimum of two Thursdays a month.

If you would like to learn more about the Drew Lewis Foundation, please visit, <https://drewlewis.org/>.

If you have any questions or concerns, please email, info@drewlewis.org.