**BNN Internship: Business Administration**

**Job Title:** Business Administrative Assistant  
**Hours Per Week:** 20 hours a week Jan-June  
**Job Grade Level:** Intern  
**Base Pay Rate:** Unpaid Part-Time  
**Department:** Administration & Operations  
**Contact:** interns@bnntv.org

---

**Boston Neighborhood Network (BNN),** Boston’s community media center, offers public access to cable television channels, video production equipment and facilities, training, production support, and a multimedia computer center. By providing the means of production and a public forum, it invites diverse communities to express themselves and encourages broad-based public dialogue.

**About the Position:**
Interns will assist the General Manager and Operations Manager in the daily operations and administrative duties of BNN. Tasks may include: organizing records; creating financial and operational documents; creating professional power point presentations; facility maintenance; data entry; reception; grant research. This is an unpaid internship but college credit may be available.

**Qualifications:**
- Computer skills with an emphasis on knowledge of Microsoft Office, Outlook, Excel and Power Point
- Assist in administrative operations
- Ability to complete tasks as directed and work under time constraints
- Knowledge of television production
- Assist with financial record keeping, knowledge of QuickBooks or similar accounting software is a plus

**Supervisor:**
Curtis Henderson, General Manager  
Jim Atwood, Operations Manager

**To Apply:**
Please send a cover letter, resume, three references, and a writing sample to:  
BNN Membership & Outreach  
ATTN: Internship  
interns@bnntv.org or fax your information to: 617-708-3210