



Boston  
Neighborhood  
Network

## 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](mailto:interns@bnntv.org)

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**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](mailto:interns@bnntv.org) or fax your information to: 617-708-3210