

The St. Maarten Development Fund Foundation (SMDF) was established in May 2012 to support the development and execution of projects that enhance St. Maarten's community development. As Administrative Intern, you will contribute directly to the success of our initiatives, gaining hands-on experience in project planning and implementation while making a meaningful difference in the community.

### **Job Summary:**

The Administrative Intern will support project teams in various tasks, helping to ensure successful administration and execution of program activities.

### **Responsibilities:**

- Review project expenditures, update financial reports and perform reconciliation.
- Communicate with project partners about the progress and execution of projects.
- Maintain project records, including reports, meeting notes, and schedules.
- Provide analytics of project performance.
- Provide administrative support to the project team as needed.

### **Requirements:**

- Currently pursuing or recently completed a degree in Liberal Arts, Accounting, Business Administration, Data Analytics, or a related field.
- Some coursework or experience in accounting or bookkeeping is a plus.
- Volunteering experience in community service or related projects is a plus.
- Strong organizational skills and attention to detail.
- Good communication skills, both written and verbal.
- Ability to work collaboratively in a team environment as well as independently.
- Enthusiasm for community development and a desire to learn about project management.

**Only Dutch citizens or persons in possession of permanent residency status will be considered. Application letters accompanied by a CV must be submitted to [info@smdf.sx](mailto:info@smdf.sx). Further information may be obtained by calling 1-721-543-7711. Application deadline is September 23, 2024.**