

Marketing & Administration Internship at Main Street Hanover

Location: Main Street Hanover, PA

Position: Administrative Intern

Type: Part-Time, Internship (Flexible hours)

Duration: 3-6 months (with potential for extension)

About Us:

Main Street Hanover is a community-focused organization dedicated to promoting the vibrancy and economic vitality of downtown Hanover. We work with local businesses, community leaders, and residents to create a thriving downtown area through events, marketing, and revitalization efforts.

Position Overview:

We are seeking a detail-oriented and motivated Administration Intern to support the daily operations of our organization. This position is ideal for a high school or college student interested in nonprofit management, office administration, and organizational operations. As an intern, you will gain hands-on experience in administrative functions while playing an important role in keeping Main Street Hanover running efficiently.

Key Responsibilities:

- Provide general administrative support, including data entry, filing, and document organization
- Assist with scheduling meetings, maintaining calendars, and coordinating appointments
- Help manage and update internal records, databases, and contact lists
- Support preparation of reports, correspondence, and organizational documents
- Assist with email management and responding to general inquiries in a professional manner
- Help coordinate logistics for meetings, events, and board activities (agendas, materials, attendance tracking)
- Maintain office organization, including supplies inventory and workspace upkeep
- Support grant tracking, donor records, and basic administrative aspects of fundraising efforts
- Assist the Marketing and Administration Coordinator and Executive Director in delivering information and materials to downtown businesses
- Perform other administrative tasks as needed to support the team

Qualifications:

- Currently enrolled in high school or college (preferably in business administration, nonprofit management, or a related field)
- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Attention to detail and ability to manage multiple tasks
- Proficiency in Microsoft Office (Word, Excel, Outlook) or Google Workspace
- Ability to work independently and as part of a team
- Professional, reliable, and eager to learn

Benefits:

- Gain valuable hands-on experience in nonprofit administration and operations
- Build professional skills in organization, communication, and office management
- Networking opportunities with local business owners and community leaders
- Flexible hours to accommodate your school schedule
- Opportunity to make a meaningful impact in the Hanover community

How to Apply:

Interested candidates should submit their resume and a brief cover letter explaining their interest in the internship to mtyler@mainstreethanover.org.

Please include examples of any previous marketing work or social media accounts you have managed, if applicable.