

**Explore task ideas for your JA interns!  
Trained and ready, they can tackle a variety of projects to benefit your team.  
Dive in and leverage their skills today!**

**Data Entry and Management:**

- Inputting and organizing data into databases
- Running basic data reports

**Document Organization:**

- Sorting and filing physical and digital documents
- Creating an organized filing system

**Email Correspondence:**

- Responding to routine emails
- Managing email inboxes and prioritizing messages

**Meeting Coordination:**

- Scheduling meetings and appointments
- Preparing meeting agendas and taking minutes

**Research Assistance:**

- Conducting online research
- Summarizing research findings

**Customer Service Support:**

- Providing support via phone or chat
- Handling basic customer service tasks

**Inventory Management:**

- Tracking and managing inventory levels
- Conducting periodic stock checks

**Basic Bookkeeping:**

- Recording financial transactions
- Assisting in basic accounting tasks

**Office Supplies Management:**

- Ordering and restocking office supplies
- Managing office equipment

**Social Media Monitoring:**

- Keeping track of company mentions
- Monitoring industry trends on social media

**Basic Graphic Design Tasks:**

- Creating simple graphics for presentations
- Editing images for various uses

**Assisting in Event Logistics:**

- Coordinating event materials
- Assisting in setup and breakdown

**Proofreading and Editing:**

- Reviewing written materials for errors

# Sample Intern Tasks

- Editing content for clarity and consistency