

Sample Intern Tasks

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
- Editing content for clarity and consistency