



Administration/Finance Internship

Department: Admin/Finance

Williamson County Children's Advocacy Center's (WCCAC) mission is to provide hope, healing, and justice for children and families impacted by abuse, violence, and exploitation in our community. We envision a community where children grow up safe and free from abuse. From the environment we create to our expertly trained staff, we strive to reduce the emotional trauma for children and their non-offending family members.

Transform Lives and Make a Lasting Impact

By joining the Williamson County Children's Advocacy Center as an Intern, you have the unique opportunity to be at the forefront of transformative change in the lives of children and families facing challenging circumstances. At WCCAC, your expertise and compassion will contribute to creating a safe, supportive environment where healing and hope thrive.

Here, you're not just taking on an internship; you're becoming a part of a dedicated team that strives to break the cycle of trauma and build brighter futures for our community's most vulnerable members.

In this role, you'll witness the profound impact of your work as you help children regain their confidence, rebuild their lives, and find their voice. The center's holistic approach to care ensures that your contributions are integral to a broader mission of advocacy, justice, and recovery. If you are passionate about making a tangible difference and eager to work in an environment that values both your professional skills and personal commitment, WCCAC offers an unparalleled opportunity to do so.

Core Values

The culture of the Williamson County Children's Advocacy Center is built on our shared core values – Compassion, Integrity, Community, and Vision.

Position Overview:

The Administrative and Finance Intern will support the daily operations of the Administration and Finance Department, helping ensure that the organization runs efficiently and responsibly. This role offers a hands-on opportunity to gain experience in nonprofit operations, financial reporting, and administrative support. The intern will assist with data entry, document management/filing, dispersing supplies, data entry, create budget and grant binders, budgeting support, and general office duties that contribute to the center's ability to serve children and families impacted by abuse.

This internship is ideal for a student pursuing a degree in accounting, finance, public administration, nonprofit management, or a related field who is interested in learning how nonprofit organizations operate behind the scenes while contributing to a mission-driven organization.

Position Type: Administration / Finance Intern (unpaid)

Reports To: Intern Supervisor

Base of Operation: 1811 SE Inner Loop, Georgetown, Texas (Travel within Williamson County)

Availability: Spring, Summer and Fall Internships

Hours: Flexible Schedule: 16 - 20 hours per week during office hours, Monday through Friday, 8:00am to 5:00pm depending on availability or need, with some after-hour events and classes.



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Qualifications:

- Currently enrolled in a college/university program in finance, accounting, business administration, or a related field
- Proficiency in Microsoft Office (especially Excel); familiarity with QuickBooks is a plus
- Strong organizational skills and attention to detail.
- Ability to handle confidential information with integrity and professionalism.
- Excellent time management and communication skills.
- Interest in nonprofit operations and child advocacy.
- Superior communication skills (both written and verbal)
- Highly detail oriented, organized, and self-motivated is a must
- Must be able to pass a background check
- Reliable transportation

Job Responsibilities:

- Receptionist duties
- Maintain departmental budget spread
- Copy donation checks and grant support, distribute appropriately
- Assist with processing invoices, expense reports and check requests
- Organize and maintain both digital and physical filing systems
- Support receptionist duties including welcoming guests, accepting donations and packages
- Help process donations and prepare receipts
- Correspondence – write thank you notes
- Asset Inventory
- Monitor and restock office supplies and assist with general clerical duties
- Provide administrative support for board and other meetings
- Assist with administrative tasks such as scheduling, copying, scanning, filing and document preparation
- Place and process orders. Distribute appropriately when items are received
- Assist with events
 - Fall: *Holiday Market & Purse Bingo, Turkey Drive*
 - Spring: *Justice 4 Children, Child Abuse Awareness & Prevention Month, Red Poppy Ride*
 - Summer: *Back to School Drive*
- All other duties as assigned

Physical Requirements:

- Must be mobile and able to bend, stoop, reach, and moderately lift (up to 30 pounds)
- Must be able to sit/stand at a workstation and/or a computer screen for up to 2 hours at a time

Reasonable Accommodations Statement: *To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the functions required.*

To apply or for more info, please visit: [Careers & Internships - Williamson County Children's Advocacy Center](#)