



Internship Opportunity: Funds Development Intern

The Environmental Nature Center is seeking an enthusiastic and organized individual to assist the Development Department with various tasks. Duties include help with preparing development mailings, filing, Internet research and possible data entry. Enthusiasm and attention to detail are a must.

Position: Funds Development Intern (up to 20 hours/week with flexible work schedule)

Pay Rate: Unpaid, class credit with school approval.

QUALIFICATIONS:

- Ability to follow instructions
- Interest in environmental issues, non-profit management or education desirable
- Excellent communication skills
- Your own transportation
- Interest in fundraising activities

DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

- Preparing development mailings
- Data entry
- Database management
- Research
- Also expected to perform basic office duties

REQUIREMENTS: Enthusiastic. Good writing skills. Comfortable talking on the phone and in person.

Skill in: the use of a personal computer and current office software applications.

Ability to: communicate effectively both orally and in writing in English. Public speaking skills helpful.

SPECIAL REQUIREMENTS

Must possess and retain a valid California Class C Driver's License (Special consideration for public transportation must be received during initial application process). Although rare, must be willing and able to work evenings, weekends, and holidays as needed.

APPLICATION AND SELECTION INFORMATION

Resumes may be submitted via email: lori@encenter.org. For additional information, please call Lori at (949) 645-8489 ext. 103. Recruitment is ongoing.

The Environmental Nature Center will review applications. Applicants with the most pertinent experience, education and training may be invited for an interview.

The Environmental Nature Center is an equal opportunity employer.