



## Internship Opportunity: Administrative Intern

The Environmental Nature Center is seeking an enthusiastic and organized individual to assist the Assistant Director with various tasks. Duties include data entry, database management, guest and volunteer relations, help with preparing mailings, Internet research and basic office duties. Attention to detail is a must.

**Position:** Administrative Intern (up to 20 hours/week with flexible work schedule)

**Pay Rate:** Unpaid, class credit with school approval.

### QUALIFICATIONS:

- Excellent communication skills, written and verbal, on the phone and in person.
- Ability to follow instructions, great attention to detail.
- Skill in the use of a personal computer and current office software applications.
- Interest in non-profit management, environmental education.
- Interest in fundraising activities, volunteer coordination, marketing/communications, etc.

### DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

- Data entry and database management:
  - Maintain a database of public program numbers.
  - Assure that visitor info is added to our database for marketing purposes.
  - Assure that program participant info is added to our database for marketing purposes.
- Guest relations:
  - Staff the front desk (greet visitors, answer phones, provide information) when needed.
  - Send thank you email with visitor survey to Center guests.
  - Call program participants to remind them of programs they've registered for.
  - Send thank you email with program participant survey to public program participants.
- Volunteer relations:
  - Contact weekend Museum and Butterfly House docents to remind them of upcoming shifts.
  - Assure that B-Fly docent/wildflower reporter reports are stocked and data entered.
  - Enter volunteer hours into appropriate volunteer databases.
- Research.
- Preparing development mailings.
- Also expected to perform basic office duties and other duties as required.

### SPECIAL REQUIREMENTS

Although rare, must be willing and able to work evenings and weekends as needed.

### APPLICATION AND SELECTION INFORMATION

Resumes may be submitted via email: [lori@encenter.org](mailto: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.