**Administrative Internship**

**Reports to:** Kelly Sarandrea, Office Manager

**About Steep Rock Association:**

Steep Rock Association is a land trust whose mission is to conserve ecologically and historically significant landscapes in and around Washington, CT and the Shepaug River Valley and to enhance the community’s connection with nature.

In pursuing its mission, Steep Rock Association will:

* Use best management practices to maintain and manage the lands and improvements entrusted to it for passive recreation, the protection of native flora and fauna, and to support sustainable agriculture;
* Strive to raise environmental consciousness by enhancing the community’s knowledge and appreciation of nature and its awareness of Steep Rock’s on-going contributions to the culture and history of the Town of Washington; and
* Pursue land-based non-commercial activities that benefit both Steep Rock and the community.

**Overview:**  The Administrative Intern gains hands-on, real world experiences through office work and outreach activities, including interacting with visitors/hikers.

**Expectations:**

* Keep a positive attitude, have an eagerness to learn and a willingness to do one’s best
* Demonstrate professionalism at all times: dress, communication and behavior
* Maintain accountability, responsibility, and respectfulness in one’s work, including daily logistics (start and end work on time, etc.) and tasks

**Specific tasks:**

* Maintain organization of the office, inventory/restock supplies, set-up/clean-up for committee meetings, water plants, etc.
* Provide secondary telephone coverage, check voicemail messages, check email for general inquiries, forward specific communications to appropriate staff
* Prepare mailings and check P.O. box
* Scan, sort and file documents, research and archive land records
* Take camping reservations and maintain camping calendar
* Edit SRA’s website, draft website content, contribute to social media, and prepare electronic newsletters
* Assist with advertising and implementation of outreach programming and events
* Edit and maintain database of program and volunteer opportunity registration and evaluation forms
* Provide other support to Office Manager and staff as needed

**Qualifications:**

* Strong interpersonal & communication skills
* Strong organizational skills
* Ability to be proactive, work independently, and work occasional weekends
* Experience in managerial duties, bookkeeping, and computer software (Microsoft Office, GiftWorks) is desirable, but not required
* Interest in how non-profit organizations work

**Working with Steep Rock Association:**

This is an unpaid position. Start and end times are flexible to accommodate college dates.

Steep Rock Association (SRA) has a collegial and team-oriented work environment. We are an Equal Opportunity Employer and act in accordance with laws applicable to employment practices.