

Administrative Internship: Steep Rock Association

Reports to: Kelly Sarandrea Lawlor, Office Manager

About Steep Rock Association:

Steep Rock Association is a nationally-accredited land trust whose mission is to conserve ecologically and historically significant landscapes and riparian corridors in and around Washington CT and to enhance the community's connection to nature through outreach, education, and passive recreation.

Overview: The Administrative Intern gains hands-on, real world experiences in nonprofit management 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:

- Welcome visitors and listen to their needs; send to appropriate staff
- 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 appropriately
- Take camping reservations and maintain camping calendar
- Contribute to social media
- Assist with advertising and implementation of outreach programming and events
- Edit and maintain database of program and volunteer opportunity registration and evaluation forms
- Maintain organization of the office, inventory/restock supplies, set-up/clean-up for committee meetings, water plants, etc.
- Provide other support to Office Manager and staff as needed

Qualifications:

- Strong interpersonal and communication skills
- Strong organizational skills
- Ability to be proactive, work independently
- Experience in managerial duties, bookkeeping, and computer software (Microsoft Office, Salsa) is desirable, but not required
- Use of personal vehicle for transportation amongst preserves and a valid Driver's License.
- Interest in how non-profit organizations work

Hours/Compensation: Compensation at minimum hourly wage (\$12/hr), up to 160 hours for the summer (average of 20/hrs week). Start and end times are flexible to accommodate college dates.

To Apply: Submit cover letter expressing interest in position and resume/cv to info@steeprocksassoc.org.

Working with Steep Rock Association:

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. For more information on Steep Rock Association, please visit www.steeeprocksassoc.org.