



## Non-Profit Intern

### Job Opening

**Job Description:** The non-profit intern will assist in the day-to-day operations of Friends of the Dunes, including reception at the Humboldt Coastal Nature Center, data entry, organization, events planning, volunteer management, publicity, and special projects.

This is a work-study position.

Pay is \$11 an hour, 12-15 hours per week, including Saturday and Sunday (10 a.m. to 4 p.m.) and one weekday (day and time to be determined).

#### **Qualifications:**

- Experience working with volunteers
- Interest in natural resource management, education, and community outreach
- Excellent verbal and written communication skills
- Some knowledge of and interest in natural sciences and resource management
- Interest in education and community outreach
- Detail oriented
- Up to date computer skills, MS Word and Excel
- Dependable, organized, and able to work independently
- Ability to perform moderately strenuous activities (such as moving displays and setting up tables).
- Must be a student with Federal Work-Study or qualifies for Community Service Work-Study.

**Application Instructions:** To apply, email a cover letter, resume and two references to [info@friendsofthedunes.org](mailto:info@friendsofthedunes.org). Please indicate if you qualify for Work-Study and include your days and hours of availability.