

## Non-Profit Exploratory Internship Qualifications and Responsibilities

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**Position Type:** Internship (unpaid), temporary  
**Level:** Graduate

**Location:** On-site; Olympia, WA  
**Hours per Week:** 10-15  
Closing date: Open until filled

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### General Description

The Non-profit Exploratory Internship is a competitive position that is course aligned for a graduate student to rotate through the departments at the Pacific Education Institute which may include HR, Finance, Development, Program, Policy and Communications. The Non-profit Exploratory Intern will be assigned a variety of projects to support the work of the organization and reports to the Director of Finance and HR. This position does not work directly with students.

### Primary Responsibilities

- Work with the Director of Finance and HR to determine which PEI Departments are in alignment with course work for each semester.
- Depending on alignment the intern will work in 2-3 of the following Departments with the listed responsibilities:
  - Communication: Support the Communication Coordinator on communication projects including media campaigns, social media, newsletters and articles.
  - Development: Support the Development Director and Development Coordinator on development projects including annual appeal, events, database maintenance.
  - Non-profit Policy: Support the Executive Director and the Legislative Liaison to review, analyze and prepare documents for policy negotiations. Attend and take notes at policy meetings. Support policy outreach and legislative campaigns.
  - Program Department: Support the Program Director and Program Coordinator in program logistics. Database maintenance (Salesforce), verification and analysis of workshop attendance, online registration process, education materials revision and development.
  - Finance Department: Support the Finance Director with daily deposit verification, report preparation, reconciliations of accounts and credit card statements, budget preparation and budget reports.
  - HR Department: Support the HR Director in Human Resource projects. Manage staff gatherings including meetings, mini workshops and trainings, research and coordinate diversity activities, assist with creating culture and diversity surveys.

### Desired Qualifications

- Ideal candidates will be earning a masters degree in Public Administration, Non-profit Management, Public Policy or similar course of study.
- Minimum of 3 years experience in related positions
- Excellent communication, interpersonal relations and writing skills
- Commitment to accuracy in work product and able to multi-task
- Organized and takes initiative to problem solve

- Maintains a positive, punctual and professional demeanor while being able to work flexibly in an inclusive team environment.
- Fluency with Microsoft Office Suite, Salesforce, Canva.

**Application Instructions:**

Graduate students who are interested in this opportunity should submit a letter of interest, resume or CV with unofficial undergraduate transcript, three references (at least one educational and one job related), and a [PEI job application \(https://bit.ly/2O04t3Z\)](https://bit.ly/2O04t3Z) to Gail Kramer, Director of Finance and HR, by email at [gkramer@pacificeducationinstitute.org](mailto:gkramer@pacificeducationinstitute.org).

Applications will not be accepted in person. Incomplete submissions will not be considered.