

Environmental Education Program Internship Qualifications and Responsibilities

<u>Position Type:</u>	Internship (unpaid), temporary	<u>Location:</u>	On-site; Olympia, WA
<u>Level:</u>	Undergraduate or Graduate	<u>Hours per Week:</u>	10-15
		<u>Closing date:</u>	Open until filled

General Description

The Pacific Education Institute (PEI) is a 501(c)(3) nonprofit that provides professional development to teachers in locally relevant, career connected, outdoor STEM education. The intern is assigned a variety of projects to aid in the delivery and development of our statewide programs which reached over 24,000 students last year. This is a wonderful opportunity for someone looking to gain experience in nonprofit and environmental education program development and implementation.

General Duties

- Review, analyze and identify existing educational resources
- Maintain and organize data in various programs including Salesforce, Sharepoint and Eventbrite
- Support and develop internal program-related projects
- Organize and archive materials into the organization's resource library
- Conduct workshop and organizational outreach support as needed

Desired Qualifications

- Knowledge of the natural resources sectors including agriculture, forestry and energy.
- Experience with Microsoft Office Suite, Adobe Creative Suite, Salesforce, Eventbrite, Canva and FormAssembly.
- Maintains a positive, punctual and professional demeanor while being able to work flexibly in an inclusive team environment.
- Ability to work independently, take initiative and follow through on plans and projects with a commitment to quality in work outcomes. Solution-focused problem solving and critical thinking skills are highly desired.
- Effective writing and communication skills .

Application Instructions:

Students interested in this opportunity should submit a letter of interest, resume or CV, 3 references with at least one faculty member, and a [PEI job application](#) to Gail Kramer, Director of Finance and HR, by email at gkramer@pacificeducationinstitute.org.

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

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