

Non-Profit Exploratory Internship Qualifications and Responsibilities

Position Type: Internship/Work Study, temporary

Location: On-site; Olympia, WA

Level: Graduate

Hours per Week: 10-15

Closing date: Open until filled

General Description

The Non-profit Exploratory Internship 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.

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