

## Environmental Education Program Internship Qualifications and Responsibilities

<b><u>Position Type:</u></b>	Internship/Workstudy, temporary	<b><u>Location:</u></b>	On-site; Olympia, WA
<b><u>Level:</u></b>	Undergraduate or Graduate	<b><u>Hours per Week:</u></b>	10-15
		<b><u>Closing date:</u></b>	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. This is a wonderful opportunity for someone looking to gain experience in nonprofit and environmental education program development.

### **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](mailto:gkramer@pacificeducationinstitute.org).

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