

Internship with San Bruno Mountain Watch

Internship Opportunity: Administrative Intern for Executive Director

Location: Bay Area, Brisbane, CA

Position Overview: San Bruno Mountain Watch, [website](#), is looking for a quick learner who likes to master a number of topics and skills. Gain experience and develop skills while helping to build the capacity of a feisty, small grass-roots environmental non-profit.

Job Description: The environmental non-profit administrative intern will assist in the key administrative functions of the organization: communication, fundraising, volunteer recruitment and coordination, outreach, and office support.

Duration: 12 months, 30 hours/week

Stipend: \$100 per week

Kinds of work:

Communications: work on newsletters, web updating, social media, email

Volunteer Recruitment and Coordination: outreach to volunteer sources (volunteer center, etc.), volunteer communication and appreciation

Outreach: Advertising our programs, finding new ways to get the word out, work on college campuses, Social Media, web-site, etc.

Fundraising: help plan and run events, support annual fr campaign, support board members in donor outreach, online and social network fundraising, work with FR database

Office Support: Filing, organizing, record keeping, mailings, office displays, etc.

Qualifications and skills: College graduates preferred; Background in non-profit business, and/or environment studies; Excellent organizational and communication skills; Work independently or as part of a team; Commitment to the environment; Facility with word processing, spreadsheet, data base, and design and layout software; Adept with social media

What we can offer: An inside look at a 40 year old, small, grassroots organization; An opportunity to make a difference during a time of organizational change; Field experience; Environmental work that matters; Exposure to San Bruno Mountain; Planned set of learning and training experiences; Guidance

- Compensation: \$100 per week for 30 hours per week for 48 weeks
- This is a part-time job.
- This is at a non-profit organization.
- This is an internship job
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Please do not contact job poster about other services, products or commercial interests.