



Communications and Development (CAD) Assistant / General Administration Intern (*UNPAID*)

Position Description

The Communications and Development (CAD) Director/General Administrative intern will be working as part of the CAD department and reports directly to the CAD Director.

Duties and Responsibilities:

- Assist the CAD Director with daily tasks as needed
- Schedule phone/in person meetings
- Update Departmental calendar
- Take notes at meetings
- Conduct basic office procedures (Data entry, typing, scanning, filing, etc)
- Handle incoming mail and preparing outgoing mail
- Complete off-site errands

Capabilities:

- Excellent customer service skills
- Effective written and verbal communication skills
- Proficiency in MS Word and Excel
- Ability to multi-task, prioritize and meet deadlines
- Attention to detail and capability to self-correct
- Ability to work independently and in collaboration with others

Contact with Others: Will have contact with the general public in person and over phone or email.

Working Conditions: Internship will be primarily in an office environment.

Position Requirements:

- **Knowledge:** Knowledge of basic financial procedures (deposit slips, counting currency, etc).
- **Abilities:** Ability to use basic office technology (PC, copier, scanner, etc); navigate web browsers and computer applications and type at a moderate speed.
- **Availability:** 10 hours per week (minimum) – Generally Monday – Friday between 8:00 am – 5:00 pm. Availability on April 8th for Bidwell Bark.
- **Physical Demands:** Must be able to lift at least 50 lbs. Must be able to sit for long periods of time.
- **Other:** A personal laptop is required for this position.
- **Driver's License:** Must hold and maintain a ***valid CA driver's license*** and proof of insurance for duration of the internship.

Compensation: This is an ***unpaid internship***. We are happy to assist in receiving academic credit or providing a letter of reference/recommendation upon successful completion of the internship.