

Membership Program Administrative Internship Description

Title: Membership Program Administrative Intern

Organization: Sustainable Works

Starting date: Immediately

Time commitment: 10-15 hrs per week

Compensation: This is an unpaid internship

Company Overview

Sustainable Works is a non-profit environmental education organization and is a project of Community Partners. We exist to ensure that the concepts of sustainability and the actions associated with living a sustainable lifestyle are integrated into the daily activities of individuals, students and businesses. We do this by providing educational experiences, serving as a liaison between governments, institutions, businesses and individuals and fostering community development. Through education, we activate sustainable practices and behaviors to foster a safe, healthy and equitable world.

General Description

Sustainable Works is looking for a self-motivated individual with experience in membership and/or donation administration. The Membership Program Administrative Intern will manage and maintain current memberships, add new members, engage weekly via email with the members, outreach at events and engage prospective members, and develop and implement creative ideas on how to build membership. This is an excellent opportunity to gain experience working with a professional staff in an enthusiastic, community-based Non-profit Environmental Organization.

Qualifications

- Sales experience preferred
- Capable of working flexible hours
- Comfortable working independently
- Proficient in basic computer skills: MS Office, especially Excel
- Excellent command of English grammar and spelling

Skills

- Strong communication, interpersonal and organizational skills
- Spanish is a plus
- Self starter, able to think creatively to solve problems
- Interest in the mission of Sustainable Works and some knowledge of the sustainability sector is a plus

To apply, send cover letter and resume to gina.garcia@sustainableworks.org. No calls please.