Administration Internship
Timing: Any Quarter

We need your help!

Do you envision working for a nonprofit to make the world a better place? This volunteer position will serve the Skagit Fisheries Enhancement Group, a non-profit organization located in Mount Vernon, by assisting with office and clerical duties while learning about nonprofit administration. Tasks will be administrative in nature; with a great opportunity to learn about nonprofit management, financial management and environmental protection. This position will also assist with event organization for the Skagit River Salmon Festival as well as other outreach and fundraising events.

Qualifications
Applicants should have a background and interest in business management, administrative services, nonprofit management or other clerical field. The applicant must have good communication skills, organization skills, and knowledge of Microsoft office programs. No prior knowledge about salmon is necessary, just an interest and enthusiasm for conservation and willingness to help with office tasks related local salmon enhancement activities.

Time Commitment
This is a volunteer internship that requires a time commitment of about 8 hours per week, between 9:00 AM and 5:00 PM Tuesdays or Thursdays.

Interested?
Please contact Alison Studley at the Skagit Fisheries Enhancement Group for more information.
To apply submit a letter of interest, resume and weekday availability to astudley@skagitfisheries.org
More information at: www.skagitfisheries.org

Skagit Fisheries Enhancement Group is a nonprofit, tax-exempt charitable organization Tax ID# 94-3165939 under section 501(c)(3) of the Internal Revenue Code.

Help Inspire Stewardship!