



EXPERIENCE INTERNATIONAL
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Office Assistant – International Programs Intern Position

Location: Everson, WA
Effective Dates: Fall 2005 – Winter 2006
Other: Volunteer Position; Mileage reimbursement, Credit Possible

*This is a unique and exciting position for anyone interested in
Office Management & the Non-Profit Sector*

Position Description:

Intern will work under the general supervision of our Office Manager for Int'l Exchange Programs to implement an international training program in agriculture, forestry, fisheries and natural resource management. Depending on interest and ability, tasks may include preparing information packets; tracking program participants on database; working with files; responding to information requests; developing and mailing program materials; providing logistical support for program orientations and retreats; drafting letters; preparing training manuals; and general tasks required to run an efficient office.

Educational Benefits:

Intern will have opportunity to work with a highly qualified team of professionals involved in international training and development. Intern will gain direct experience with the day-to-day operation of a non-profit organization; office management; and the administration of international exchange programs in natural resource management. Intern will refine writing, computer skills, and public relations skills; learn to multitask and prioritize workloads; and will learn about working with different cultures.

Qualifications:

- * Computer Literate
- * Working knowledge MS Word, Excel, Power Point and Access
- * Ability to work independently and in organized manner
- * Be a 'team player' and maintain a sense of humor

To Apply: Email CV and Statement of Interest to: Charlie Walkinshaw, Director, EI - ei@expint.org