

ACADEMIC YEAR: 2022 - 2023



CAMP FIRE SAMISH

1321 King Street #3 Bellingham, WA 98229
Phone: (360) 733-5710 Fax: (360) 733-5711

Position Title: Administrative Intern

Day/Hours: 10 weeks during fall, winter, spring and/or summer quarter
10-20 hours per week. FLEXIBLE schedule

Compensation: For college credit (will complete all required paperwork) and/or experience

Reports to: Primary - HR and Office Manager

Position Summary: While acquiring valuable skills and executing the essential functions of this position, the student will work hand in hand with the HR and Office Manager, Camp Director, and Finance Director. The successful candidate will emerge with practical experience that may be used to fulfill education requirements, enhance resume qualifications, and develop knowledge of a youth serving, non-profit agency.

Essential Functions:

- Prepare and reconcile weekly deposits.
- Record donations and update personal donor information in Salesforce.
- Assist with administrative duties as connected to fundraising appeals and events.
- File Accounts Payable and Accounts Receivable.
- File, sort, and organize paperwork, forms, and publications. Assist in keeping all office forms and publications up to date and in supply.
- Assist with files as related to the board of directors, camp usage, day and resident camp, and personnel as needed.
- General office duties include, but are not limited to answering phones, taking messages, assisting walk-in visitors, and initiating correspondence.

Qualifications:

- Strict confidentiality concerning all members and personnel as required per law.
- Highly organized and detail oriented.
- Ability to work independently and a desire to improve at the position.
- Excellent typing, written and verbal communication skills.
- Strong interpersonal skills to ensure effective interactions and communication.
- Familiar with Google Suite, Microsoft Word and Excel.
- Demonstrated ability to multitask, work independently, take initiative and maintain confidentiality.
- Satisfactory results from criminal background search.
- Preference given to Business, Communications, Economics, Multidisciplinary Studies, and Public Relations majors.

Employment may be available upon successful completion of internship.

To apply email resume and cover letter to erin@campfiresamish.org

AN EQUAL OPPORTUNITY EMPLOYER