

Internship Description: Team Administrative Assistant

July 26, 2012

Start Date: Position is now open

Minimum Commitment: 6 months, 8-10 hours/ week minimum

Duties and Responsibilities

The Team Administrative Assistant will be responsible for providing administrative assistance in general project implementation and task management. He/She will provide secretarial and administrative support to the Beyond Toxics Team, including attending staff minutes, taking minutes, coordinate calendars, and filing and office organizations and related tasks. The Team Administrative Assistant carries out his/her functions under the direct supervision of the Coordinator and Executive Director when applicable. Specifically, the intern will:

- Monitor project tasks and coordinates the flow of work-plan of projects.
- Be responsible for day-to-day project correspondence, information sharing and filing ensuring that appropriate follow-up actions are taken. Assist in preparing meeting minutes and notes, annual project reports, and update project files. Prepare minutes of project meetings.
- Assist Beyond Toxics staff on day-to-day implementation of project activities.
- Perform other duties as determined by the Coordinator or Executive Director.

In addition to a passion for environmental justice, applicants should have some familiarity with databases such as Excel as well as strong internet research skills. A strong project support background, preferably in Non-Profits, is required.

Benefits

There is no stipend associated with intern positions at Beyond Toxics. Benefits include:

1. Excellent springboard for those seeking career in environmental or professional administration work
2. Strengthened research, writing and production skills
3. Connections to individuals within the field
4. Increased understanding of pesticides, environmental and social justice, chemical policy reform, environmental science, grassroots organizing and policy issues
5. Experience in an established non-profit structure
6. Increased understanding of effective routes to progressive reform

To apply, please send a resume with "Team Administrative Assistant" in the subject line to: Alison Guzman, Projects and Outreach Manager at volunteers@beyondtoxics.org. Feel free to call (541-465-8860) or email with any questions.