



Telling Stories
Moving Mountains

KRC Intern Position

Qualities

- Team player who enjoys working with people
- Extremely well-organized with near-perfect attention to detail
- Proactive self-starter who respects our bottom line and looks for ways to save money
- Complete investment in helping us achieve our goals
- Ability to work with little supervision and anticipate needs in advance
- Positive, can do attitude
- Knowledge of and commitment to social justice, conservation, Native rights and/or progressive values

Work Skills

- General correspondence and business letter writing abilities (ie solid grammar, spelling, sentence structure, etc)
- Strong organizational and systems skills
- Strong communication and troubleshooting skills
- Technological savvy:
 - Comfortable and capable with social media and Internet research
 - Proficient with Apple computers and basic Microsoft Office programs (Word, Excel, Powerpoint)

Responsibilities

- General support with new biz proposals and a broad range of projects: develop tracking sheets, project budgets, press lists, etc.
- Assist in maintaining and improving KRC's day-to-day systems (file cabinets, work samples, timesheets, social media channels, website updates)
- Office maintenance: keep office supplies stocked, plants watered, recycling/garbage out as needed, mail/packages coming and going)
- Help coordinate outside vendors to maintain reliably functioning office equipment, including phone, internet, email, computers, printers and fax/scan machine
- Invoice assistance: help prepare documentation for bookkeeper by compiling receipts/expense reimbursements, itemizing phone bills, compiling time sheets, etc.
- Serve as KRC travel agent: book frequent air travel, hotels and rental cars

Requirements

- Minimum 12 hours per week in our San Rafael office
- Minimum 3 month commitment
- Possible stipend or course credit depending on applicant experience and needs