Nisqually Land Trust
Intern Position – Special Event Support

Founded in 1989, the Nisqually Land Trust acquires and manages critical lands to permanently benefit the water, wildlife, and people of the Nisqually River Watershed. Today, we protect and manage over 6,500 acres. The Nisqually River Watershed is one of Washington's most pristine river habitats, despite being located in a landscape that is extensively and increasingly urbanized. Our vision is to protect, restore, and manage the natural and essentially wild aspects of this river basin while cooperating with watershed communities to support an ecologically sustainable way of life.

Project Description:
As a Special Event Intern for the Nisqually Land Trust 2020 Conservation Dinner and Auction, you will help; do data entry; prepare for meetings and special events; answer phones; and help with other tasks as needed. The primary role of this position is to help ensure smooth administrative operations for our special event.

Benefits:
This volunteer position is a great opportunity for someone interested in becoming familiar nonprofit day-to-day operations, special event support, and the programs that support land conservation and habitat restoration in western Washington.

Estimated Total Hours:
A minimum of 40 hours over 10-12 weeks.

Time Commitment:
At least four (4) hours per week during Nisqually Land Trust office hours:
Monday – Friday, 9 AM – 4 PM.

Location:
Nisqually Land Trust Office
100 Brown Farm Road NE
Olympia, WA 98516

Qualifications:
- Attention to detail
- Patience
- Flexibility
- Dependability
- Basic knowledge of computers and data entry
- Experience with Microsoft Publisher

Land Trust staff will be available to answer questions as they come up.

How to Get Started:
If you would like to volunteer for this opportunity, please send a cover letter and resume in PDF format that briefly outline your skills, interest, and availability to: scallender@nisquallylandtrust.org. Please include "Intern Inquiry – Special Event" in the subject line of your email.