



We have 2+ intern positions available this summer!

One works primarily with logistics, the other with more administrative tasks. Both roles give girls an opportunity to be involved with GirlVentures from 'behind the scenes' while gaining valuable skills for future careers in the nonprofit world and/or the field of experiential education.

To qualify for an Intern position, you must:

- ✓ Be at least 16 years old & be a *Project Courage* and/or *Transitions* alum.
- ✓ Have a desire to learn about the behind-the-scenes details of running wilderness trips/programs.
- ✓ Have an interest in empowering adolescent girls.
- ✓ Have a desire to gain administrative / logistical experience with a nonprofit organization.

No previous experience is necessary

All applicants will be interviewed, only 2-3 will be selected – 1 Office & 1 or 2 Logistics

Office Intern Duties:

Assist in all aspects of running a nonprofit office, including but not limited to:

- ▶ Newsletter development; donor outreach; assisting with special events; database entry; calling potential participants; and ordering office supplies.
- ▶ Works directly with the Marketing & Administration Manager: Susannah Harris

Logistics Intern Duties

Assist in all aspects of supporting a wilderness expedition, including but not limited to:

- ▶ Help with shopping; packing food; pulling and labeling gear; making course journals; cleaning equipment; and doing laundry, and assisting with course starts, end and re-supplies.
- ▶ Works directly with the Program Manager: Sarah Heath

Benefits & Compensation:

10week part time positions w/ flexible scheduling. (20-30hrs)

Stipends starting at \$1000

* * * *

To apply Fax or Email the application on reverse side to Sarah or Susannah at 415.861.3464 or sarah@girlventures.org

Deadline: March 14th

Intern Application

Deadline: March 14

Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Date of birth: _____ Grade: _____ School: _____

Home Phone: _____ Cell Phone: _____

Which position are you most interested in?

Office Intern

The Office Intern plays a fun and essential role keeping the GirlVentures office running smoothly. Learn valuable office skills that you will use throughout life!

Logistics Intern

Logistics is a fast paced, important behind-the-scenes support role requiring commitment, passion, organizational skills, and irregular hours. It is intense and rewarding work!

PLEASE ANSWER THE FOLLOWING ON A SEPARATE SHEET OF PAPER

1. Why you are interested in this particular position?
(In other words: why do you want to do administrative OR logistical work?)
2. What 3 strengths would you bring to our team?
(Please include examples of times you've used those strengths)
3. How would your friends describe you?
4. How would your parents/guardians describe you?
5. What date are you available to begin work?
(Are there any dates after that when you would be unavailable? ex: a family vacation...)
6. Are you available to attend all or part of Staff Training: June 4-8?
(Attendance is not required, but highly preferred for the Logistics Intern)
7. Are you able to work some weekends?
(Some weekends are required for Logistics and strongly preferred for the Office Intern)
8. Do you have previous work experience? (No experience is necessary for either position)

Return to Sarah or Susannah via email: sarah@girlventures.org or fax: 415.861.3464