



**Great Peninsula Conservancy
Internship Opportunity**

Human Resource Internship/Volunteer

Purpose: Volunteers and staff are a nonprofit organizations most valuable resource. It is critical to system in place to manage these valuable resources. Equally important is to have clear and concise policies, procedures and materials to allow volunteers and staff to be effective in their roles.

Responsibilities:

- Expand existing volunteer program
- Research and develop recommendations for policies and procedures
- Improve existing forms and support materials including intake forms, job descriptions
- Upgrade volunteer e-newsletter
- Update volunteer contact information and create email contact list
- Develop list of professionals who have offered pro-bono services to org
- Upgrade existing employee manual

Time Frame: ASAP

Length of commitment: 3-6 months

Estimated weekly/total hours: flexible

Schedule: weekdays

Worksite: GPC office

Qualifications:

- Reliability and commitment
- Attention to detail and organization
- Strong written and verbal communication skills.
- Basic computer skills and experience in Microsoft Office
- Ability to work independently

Benefits:

- Contribute to enhancing the organizational capacity of GPC
- Learn firsthand how a nonprofit land trust operates
- Experience in volunteer program development

Supervisor: Executive Director

If interested in this internship/volunteer opportunity, please contact Great Peninsula Conservancy at (360) 373-3500, toll free (866) 373-3504 or via email at info@greatpeninsula.org.