

Job Detail Information

Job Information	
Job ID	3691503
Job Title	Event Assistant Internship
Job Description	<p>The Event Assistant Intern will provide high level event support to the Philanthropy team, including assisting with invitation production process and mailing, event registration and logistics, event set-up and hosting guests.</p> <p>Duties:</p> <ol style="list-style-type: none"> 1) Assist with preparations for 2-4 events. 2) If possible, attend Portland Inside Nature lectures and Volunteer Recognition Event and assist with set-up, registration and hosting guests. 3) Assist the Philanthropy team with other projects as needed. <p>Requirements:</p> <ol style="list-style-type: none"> 1) Attendance at our volunteer orientation and other volunteer training sessions as needed to perform position duties. 2) High level knowledge of Microsoft Office and solid electronic file management skills 3) Strong written and verbal communication skills. 4) Proven administrative skills and attention to detail. 5) Strong research and organizational skills. 6) Ability to maintain confidentiality. 7) Enthusiasm and ability to work as part of a team. 8) Knowledge of The Nature Conservancy and/or willingness to learn. 9) Willingness to commit to the mission of The Nature Conservancy.
Salary	Unpaid
Type of Job	Internship
Job Location	Portland, Oregon 97214
Posting Date	10/07/2014
Expiration Date	11/06/2014
Job Requirements	
Degrees Wanted	None Required
Majors Wanted	Any Major
Job Targets Wanted	Development and Fundraising; Nonprofit Management; Office and Administrative Support
Special Skills Wanted	
Other Job Requirements	
Company Information	
Company Name	The Nature Conservancy in Oregon
Employer Web Site	http://nature.org/oregon
	The Nature Conservancy is the leading conservation organization working around the world to protect ecologically important lands and waters for nature and people.

Company Description	<p>We address the most pressing conservation threats at the largest scale. Thanks to the support of our more than 1 million members, we've built a tremendous record of success since our founding in 1951:</p> <p>We've protected more than 119 million acres of land and thousands of miles of rivers worldwide — and we operate more than 100 marine conservation projects globally. We work in all 50 states and more than 35 countries — protecting habitats from grasslands to coral reefs, from Australia to Alaska to Zambia.</p> <p>We address threats to conservation involving climate change, fresh water, oceans, and conservation lands</p>
Equal Opportunity Employer	Yes
Contact Information	
Contact	<p>Name: Kate O'Neill Address: 821 SE 14th Avenue Portland, OR 97214 Phone: (503) 802-8100 Email: koneill@tnc.org</p>

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