

Work Study Job Description

Job Title	Business Administration Internship
Organization Name	Earth Economics
Job Location	Tacoma
Address	107 N. Tacoma Ave Tacoma WA 98403
Pay Rate	\$10 - \$12
Employment Period	Summer, Academic Year
Hours Per Week	40 hrs/wk, 19 hrs/wk
Contact Supervisor	Tedi Dickinson
Phone Number	253-539-4801
Email Address	tdickinson@eartheconomics.org
Website	http://eartheconomics.org

Nature of Organization

Earth Economics is an environmental non-profit located in Tacoma. We are dedicated to researching and applying the economic solutions of tomorrow, today. We currently seek a student as a Business Administration Assistant to join us on a limited basis.

Duties and Responsibilities

Job Description: Provide administrative support to office operations (some remotely) including some or all of the following tasks:

- Attending local meetings with leadership or staff as available and drafting meeting notes
- Coordinating, creating, or updating project communications including updating and compiling print materials for events and coordinating travel.
- Assisting with Fund Raising tasks and/or ecosystem service research (as assigned with guidance)
- Assisting with accounting; expense reports and misc. spreadsheet assignments

Minimum Qualifications

Prefer sophomore or higher student with work-study award or willingness to volunteer - with time commitment of 2-19 hrs/wk; have completed coursework in Business Administration or Project Management; be self-motivated and able to work independently; have interest in learning how a non-governmental organization (NGO) works; possess an interest in the intersection between environmental health, societal health, and economic health; have ability to conduct and summarize research in a concise, timely, and intelligible manner; have strong proficiency with MS Office Suite including Excel and PowerPoint.

Educational Benefits

Students will learn about the field of ecological economics. They will gain understanding of the functions, goals, and workings of the non-profit sector, learn about business operations including legalities, accounting and fundraising, and have hands-on experience in ecological economics and environmental advocacy.

How to Apply

Email cover letter, resume, reference & writing sample (school paper) to:
tdickinson@eartheconomics.org

Job Number: 75ECON03 | Category: Office & Administrative | Program: | Reimbursement Rate: 75%