



INTERNSHIP JOB DESCRIPTION

Who We Are: Arizona Forward is a business-based environmental non-profit that brings civic and business leaders together to improve the environmental sustainability and economic vitality of our great state. Members include some of Arizona's largest employers to individual citizens. Our collective influence makes a difference to ensure sustainable growth and development, efficient transportation, improved air quality, responsible water management, energy alternatives, healthy forest ecosystems and meaningful education throughout Arizona.

Job title: Student Intern

Objective: To support the organization while learning valuable knowledge and developing skills for the professional workplace. This position is fast-paced and multifaceted. Daily tasks vary from public relations to membership development to event planning. In addition to administrative and clerical support, interns are encouraged to create an independent special project. Interns are supervised by staff who provide a unique learning experience with hands-on training.

Responsibilities:

- Work closely with team to execute events, campaigns and special projects
- Prepare for meetings including agendas, materials and room set-up (Board and Executive, Environmental Issue Committees and Event Planning)
- Support Event Manager with day-of event duties including set-up and tear down
- Memo writing/research/calendar management
- Assist with database management including updating member contact information
- Miscellaneous administrative duties (directing phone calls, sending letters, making copies and setting up files)

Qualifications/Skills:

- Current college level student in good academic standing in an Arizona accredited college or university is preferred
- Detail oriented, self-motivated and professional with strong communication skills and a positive attitude
- Strong organizational and time management skills with the ability to manage multiple projects simultaneously
- Ability to learn database management procedures and software
- Proficiency in Microsoft Word, Excel, PowerPoint and Outlook

Full-time/Part-time internships available; Full-time preferred

[Click Here for Internship Application](#)

For More Information:

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