

North Bay Leadership Council Internship

Job Title: Administrative Assistant

Location: Petaluma, CA

Stipend: Unpaid Internship

Dates of Positions: 1 position available for Fall 2010

Time Commitment: Flexible

Summary of Position:

The Administrative Assistant will assist in the organization and maintenance of North Bay Leadership Council as well as public policy.

Supervisor: Cynthia Murray

Organization: North Bay Leadership Council

Duties:

- Assist with event planning
- Web Site and Tech Support
- Organization
- Research
- Reception
- Perform other duties as assigned

Benefits:

- Excellent opportunity for networking with local companies
- Involvement in a variety of local policy and current efforts
- Exposure to different kinds of businesses
- Better understanding of public policy
- College credit, if appropriate
- Letters of recommendation provided upon successful completion of the internship

Qualifications:

- Willingness to work
- Computer experience
- Well developed organization skills with a solid orientation to detail
- A self-starter with a strong desire to learn
- Good written and verbal skills
- Must have own transportation

Training Provided:

- On-the-job training for each project will be provided

Contact: Cynthia L. Murray

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