

North Bay Leadership Council Seeking Interns

Intern Job Description

Job Title: Administrative Assistant

Stipend: Unpaid Internship

Dates of Positions: 1-2 positions available for Summer 09, Fall 09

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

Duties:

- Assist with event planning
- Web Site and Tech Support
- Research
- Reception/Clerical duties
- 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
- 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 North Bay Leadership Council

775 Baywood Dr., Suite 101

Petaluma, CA 94954

707.283.0028

cmurray@northbayleadership.org

www.northbayleadership.org