



Experience Works! PLUS Internship Program

A program of the Westmoreland-Fayette Workforce Investment Board

Please review the EWP Handbook for full program eligibility and application processes. The WFWIB funds internships at its discretion and reserves the right to screen worksite and individual intern applications to ensure program eligibility. We cannot guarantee an interview or internship offer if a student is referred to one of the following organizations. Program spots are limited and filled on a rolling basis.

Internship Job Title:

Administrative Assistant

Location:

Scottdale, PA

Responsibilities:

Environmental nonprofit based in Scottdale, PA dedicated to conserving Jacobs Creek and its tributaries, delivering environmental education, and promoting outdoor recreation and stewardship within our community. Opportunity for student to shape internship to interest:

- Science/field work: roles including water quality monitoring and biological sampling
- Nonprofit business admin work: grant management, finances, and bookkeeping.
- Other work: environmental education, social media/marketing, and more.

This successful candidate would be responsible for the following:

- Aiding staff in summer programs, including but not limited to paddling rentals, summer camps, fishing derbies, and fundraising events.
- Aiding staff in quarterly water monitoring and fieldwork.
- Aiding staff in office and nonprofit management.

Critical Skills:

- Strong interpersonal skills and the ability to work with partnering organizations and the public.
- Proficiency in written and oral communication.
- Fluency with Google Drive products and web-based applications such as Mail Chimp, Event Groove, and Canva.
- Time management skills and the ability to reliably complete tasks self-paced.
- Preference given to candidates with experience/ knowledge/ passion related to the outdoors, conservation, wildlife, or similar subjects that align with the mission.