



Donor & Membership Master Internship

About ECOSLO: The Environmental Center of San Luis Obispo (ECOSLO) is a local non-profit organization dedicated to protecting and enhancing the natural environment through community-based action, advocacy, and education.

ECOSLO creates and supports resilient, healthy natural systems and lifestyles in San Luis Obispo County. We are committed to a sustainable future while working to improve the quality of life and economic vitality in our communities.

Through education, advocacy, and community building, ECOSLO acts to protect the natural environment and environmental health of the Central Coast. We support renewable energy, energy conservation and efficiency, sustainable agriculture, green building and the local economy to promote sustainable economic development, protection of agricultural lands and open space, social equity, environmental justice and protection of our natural environment.

About internship: ECOSLO is currently seeking an intern to assist the Executive Director in managing the membership, donor and volunteer database, as well as planning and executing membership events. This position will work heavily in our Salesforce database and also with Mailchimp for newsletters. If you're thinking of a Membership or Fundraising focus at a nonprofit, this is a great opportunity. In general, this is an ideal position for someone who wants to become familiar with the world of non-profit organizations, gain experience in environmental work, and become involved working with our community.

All internships are unpaid.

Internship requirements:

- Commitment of at minimum 6 months
- Ability to work 10-15 hours a week, typically between the hours of 10am and 4pm Tuesday through Thursday, with some remote work time available.
- Ability to work in an office environment and lift 25lbs

Qualifications:

- Computer literate (Microsoft Word & Excel, Gmail, Google Drive)
- Outgoing and friendly personality
- Detail-oriented
- Able to take direction well
- Self-motivated
- Responsible and organized
- Clear and concise writing skills
- Able to handle general administrative assignments (answering phones, responding to emails, etc.)
- Reliable transportation

Preferred but not required skills:

- Experience in Wordpress
- Experience in Salesforce
- Experience in Mailchimp

To apply, email your resume and cover letter describing your interest in the Membership internship position to: info@ecoslo.org