

## **Conservation Northwest Membership Internship (Based in Bellingham)**

This internship is primarily focused on increasing Conservation Northwest's base of support. As an advocacy organization, we speak out for wildlife and the places they call home. In critical policy considerations, public officials look to the number of constituents we represent through our membership. The more supporters we have, the more influence we wield. Conservation Northwest's members are essential partners in our work to keep the Northwest wild. They donate over 60% of our annual revenue and take action on many critical issues. Their support shows political leaders that citizens favor a future with connected wild areas from the BC Rockies to the Washington coast.

This is a chance to work in a fast-paced office environment with experienced staff members. You'll learn the in's and out's of what non-profit membership and fundraising is all about, as well as have the opportunity to dabble in outreach, help with our annual Seattle auction, and participate in other fundraising activities.

### **Duties would include (but might not be limited to):**

- Work to recruit new members by sending out special mailings, using social media tools, tabling, and a special membership drive, etc.
- Work on retention of existing members including phone banking lapsed members, sending out special mailings, etc.
- Entering payments and other information into our database.
- Assist with writing blog entries and posting to our Facebook page.
- Assisting with our Seattle auction by phoning businesses to acquire items, helping with the web auction catalogue, creation of auction displays, and on-site registration (auction is generally in June)

### **Timeline/Compensation**

- 3 or 6 month commitment starting at beginning of next quarterly school cycle
- 15-20 hours/week
- Compensation: College credit and cutting edge experience; \$400 stipend per quarter

### **Skills Required**

- Proven experience using computer Microsoft office programs
- Accurate and fast typing skills
- Comfortable calling people at their homes
- Clear, concise writing ability
- Show initiative, ability to be a self-starter, bring new ideas to the table
- Clear and direct communication

### **Additional Skills Preferred**

- Experience with social media such as Facebook and Twitter
- Experience using a database (we use Salesforce)

### **Management**

- Julia Spencer, Membership Associate and Office Manager
- Jodi Broughton, Business and Membership Director