



www.pcei.org

Palouse-Clearwater Environmental Institute

PCEI Finance Intern

Volunteer position description:

The volunteer will work with the PCEI Business Manager and administrative staff to assist with a variety of finance related tasks.

Responsibilities:

- Assist with the reading, writing and editing of PCEI correspondence
- Help maintain, update and enhance current record keeping systems
- Help prepare material for grant reports
- Assist with financial budgeting and analysis

Preferred Qualifications:

- Excellent communication
- Ability to manage a diversity of tasks
- Advanced computer skills
- Basic finance training or currently taking relevant courses

Schedule:

This position will last start immediately and go through the middle of May with a commitment of 4-8 hours a week. Our hours of operation are Monday- Friday 9:00am - 5:00pm.

For more information:

Contact Heather Huston, PCEI Outreach Coordinator, at 882-1444 or <heather@pcei.org>

The Palouse-Clearwater Environmental Institute (PCEI) is a grassroots organization working on regional conservation and environmental issues. Since 1986, we have worked to increase citizen involvement in decisions that affect our region's environment through watershed restoration, education and sustainable living programs.

"connecting people, place and community"™ since 1986