



Palouse-Clearwater Environmental Institute

Watersheds Program Assistant

Volunteer position description:

The volunteer will support the Watersheds Program staff on office related tasks.

Responsibilities:

- Work with Program Director and Manager on organization of program office and other office related program needs such as filing, phone calls, mailings, etc.
- Organize WS literature and library
- Maintain program binders and online files
- Maintain program nursery database and invoice needs
- Research scientific information and grant opportunities
- Create program marketing materials

Qualifications:

- Committed to serving the needs of the community and the environment
- Works well independently and as part of a group
- Excellent verbal and written communication skills
- Experience with office related tasks

Schedule:

This position will last a minimum of 3 months with a 5-15 hour a week commitment. Our hours of operation are Tuesday- Friday 8:00am-5:00pm.

For more information:

Volunteer Coordinator, at 882-1444 or <volunteer@pcei.org>

The Palouse-Clearwater Environmental Institute (PCEI) is a proactive grassroots organization working on regional conservation and environmental issues. Since 1986, we have worked to increase citizen involvement in decisions that affect their environment. Four program areas have been established to achieve this: Education, Watershed Restoration, Sustainable Living and AmeriCorps Placement.

"connecting people, place and community"™ for twenty-one years