



# Palouse-Clearwater Environmental Institute

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## **Administrative Assistant**

### **Volunteer position description:**

The volunteer will work with administrative staff to assist in the public relations and communications of the Palouse-Clearwater Environmental Institute with the surrounding area.

### **Responsibilities:**

- Assist with the reading, writing and editing of PCEI correspondence
- Help maintain, update and enhance current record keeping systems

### **Qualifications:**

- Outgoing personality
- Excellent communication skills
- Ability multi-task
- Computer skills

### **Schedule:**

This position will last a minimum of one month with a 2-5 hour a week commitment. Our hours of operation are Monday- Friday 9:00am-5:00pm.

### **For more information:**

Courtney Rush, Volunteer Coordinator, at 882-1444 or <crush@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.*

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