



Inspired by a vision of people and nature thriving together, the Pisces Foundation works to advance strategic solutions to natural resource challenges and prepare the next generation by supporting environmental learning. The Foundation seeks a **part-time Operations Intern** to work 18 hours per week. This position reports to the Operations Manager. This paid position will be located in the Foundation's San Francisco headquarters and will give the successful candidate experience with the operations side of a foundation focused on the environment and conservation.

See <http://www.piscesfoundation.org/> for more information on the Foundation.

**How to apply:**

Applicants should send a resume and two recent references compiled in PDF format to: [admin@piscesfoundation.org](mailto:admin@piscesfoundation.org). Please indicate in the subject line, "OPERATIONS INTERN."

Rolling Deadline for Applications: September 30, 2015

**Areas of responsibility:**

- Administrative tasks such as scheduling, greeting guests, making travel arrangements, maintaining calendars, preparing letters, memos, and maintaining and organizing filing systems;
- Answering phone calls and responding to requests for information;
- Office management tasks such as ordering supplies, requesting IT service and support, preparation of expense reports, proofreading, and similar tasks.

**Skills and experience:**

- Upper level Undergraduate and Graduate students preferred
- Highly developed computer skills including full literacy in Microsoft Office suite, including Word, Excel, Powerpoint, and Outlook, and familiarity with OS;
- Outstanding organizational, administrative and analytical skills, with excellent attention to detail;
- The ability to anticipate needs within areas of responsibility and proactively accomplish tasks;
- Strong writing and editing abilities;
- The ability to be a self-starter who assumes hands-on responsibility, is able to balance competing priorities and deadlines, and who demonstrates sound judgment and good problem solving skills;
- Comfort with and desire to work in a "start-up" environment, and possessing an enthusiastic and collaborative approach;
- Experience at a charitable foundation or NGO desirable;
- Some experience working in a professional office environment preferred;
- An interest in the Foundation's environmental mission and grants programs;
- Available to work 18 hours between 9am – 5pm between Monday – Friday; and
- Available to work on Friday.

*We welcome applicants from diverse backgrounds and with a variety of skills, experiences and ideas. We are an equal opportunity employer. Employment selection and related decisions are made without regard to sex, race, age, disability, religion, national origin, color or any other protected class.*