



ADMINISTRATIVE & VOLUNTEER COORDINATOR INTERN

As an Intern at W.E.T.R.A, you'll be responsible for assisting our Managing Director and Program Director with various items. You'll work in a relaxed environment with staff, clients and families to ensure their experience at the Windsor – Essex Therapeutic Riding Association is top notch.

RESPONSIBILITIES

- You are the face that they see when they walk in the door or give us a call – so greeting clients and answering phones are top of the list
- You will develop a Volunteer Roster to ensure our programs well-manned and maintained by caring and dedicated volunteers
- You will fax, email, copy, file, correlate, mail and many more office related duties

SKILLS

You're a multitasking machine

You organize your work so you can handle a wide range of projects without overlooking anything.

You have extraordinary customer service skills

You understand what it means to provide excellent customer service. You know how to meet and greet all that walk through our doors from special needs children to our donors and supporters, you have what it takes.

You communicate well

You have strong verbal and written skills. You embrace constructive criticism as part of the process and are ready to learn from your mistakes.

You have team ethos

You thrive in a creative and inventive environment with people who are passionate about their work and mission.

MUST HAVES:

- * Amazing people skills.
- * Knowledge and understanding of Microsoft Office.
- * Strong interpersonal, oral and written communication skills.
- * A genuine interest and motivation to learn and grow in the non-profit field.
- * A passion for helping others.

COMMITMENT

We're looking for a student or recent graduate to start in August 2014 and commit to being here until January 2015. We'll need you at least 3 days a week, but we think you'll have so much fun you'll never want to leave. We are located off Walker Rd on North Malden Road – a 20 minute drive from Windsor.

COMPENSATION

This is an unpaid internship - but is an exceptional opportunity to gain experience at a unique non-profit with an ambitious mission. We will gladly work with your institution to give you academic credit for your experience.