



## Director Relationships + Operations Internship

You'll work directly with WEA's Co-Directors, providing administrative and operational support in the areas of communications, research, donor stewardship, fundraising, and key relationships. You'll gain firsthand experience and an inside look at how an international, women-led organization runs at the highest level.

### Who We Are:

WEA equips women with the skills and tools they need to protect our earth and strengthen communities from the inside out. We work with local leaders who build up other leaders. Our partners are saving indigenous seeds, planting native trees, selling solar cookers, launching sustainable farms, providing safe water, building composting toilets, protecting land rights, and preserving traditional knowledge in some of the most threatened places on earth.

### The Internship:

- ❖ You'll provide administrative support to WEA's Co-Directors, helping to ensure that they are prepared and resourced on a day-to-day basis. This includes: collaborating with them to develop and maintain an accurate, streamlined scheduling system; drafting and sending emails for key relationships and broad outreach efforts; conducting quick turn-around and long-term research; anticipating and suggesting areas to increase efficiency and organization.
- ❖ You'll become familiar with WEA's Communication Strategy and "voice" in order to support the Co-Directors in regularly posting WEA-related updates to their social media accounts. You'll work with them to brainstorm, draft and finalize blog posts on a broad range of topics related to women's leadership, environmental issues, international development, and more.
- ❖ You'll help to manage WEA's supporter relationships, including: ensuring our donor stewardship outreach is consistent and impactful; organizing surprise gifts to our invaluable WEA champions; familiarizing yourself with our donor and foundation

tracking systems and database; researching opportunities to expand WEA's foundation and business partnerships; and providing key support leading up to and during key fundraising events.

- ❖ You'll attend all events hosted by or for WEA to: offer logistical support, introduce WEA's work to the public, share your passion and excitement for the work our partners do with the world.
- ❖ You'll support, maintain and improve day-to-day office and administrative functions for the WEA team, including preparing for team meetings, offering your handy skills when needed, helping to keep our beautiful office looking lovely.

## Who You Are:

### **Your attention to detail is out of this world.**

You're a stickler for details, and you're not sorry about it. You have a meticulous and thorough nature when it comes to your work, and you're not afraid to double-check things to ensure our accuracy and integrity.

### **You're a multi-tasking, deadline-driven aficionado.**

You thrive in an environment where one week could bring about new projects every day, and the next week could see you dedicated to one specific project 24/7. Shifting priorities and multiple supervisors is a piece of cake for you, and you're able to keep deadlines in mind when moving from one task to the next.

### **You've got computer basics down pat.**

You have a strong proficiency with Excel, Word, using Google Docs and Spreadsheets, Gmail, and you're an internet research pro. You may even have some familiarity with Salesforce, Slack, Photoshop and Wordpress. When you (or a Co-Director) are unfamiliar with a program, your first inclination is to learn it. When a problem with a system arises, your first inclination is to troubleshoot it.

### **You know it's the personal touch that matters.**

Whether it's a beautifully handwritten card, gift box to a donor, or brainstorming décor for a WEA event, you're excited to have a hand in it. You enjoy coming up with creative, thoughtful ways to express our gratitude and make WEA's partners and supporters feel special.

### **You're an independent self-starter and love to take initiative.**

You love working as part of a team, but you're also very comfortable (and happy) taking a project and owning it. You're extremely capable and self-motivated, but you're self-aware enough to ask those important clarifying questions and receive constructive feedback. You love a challenge, and are solutions- and results-oriented.

**You believe that there's no task too big or too small.**

You understand at a core level that every task serves a bigger purpose: supporting our Co-Directors to support our partners to support the earth. So, watering the plants in the office? No problem. Drafting emails? On it. Helping to coordinate an event from start to finish to raise support for WEA's work? Absolutely. You understand that having a "can-do" attitude is always the best first step.

**You have a fierce commitment to supporting the women who support the earth.**

You and WEA? You're soul sisters + brothers. Your visions align and your missions uplift one another. You may not have an extensive background (yet) on the issues grassroots women environmental leaders face, but this is your passion work, your calling. You're ready to roll up your sleeves and jump right in.

**Commitment:**

This internship is available immediately and lasts a minimum of 4 months – though we love it when awesome people want to stay and be awesome for longer, so let us know if you're available for a longer opportunity.

You must be available 16-20 hours a week. Interns should be available to join us in our Berkeley, CA office between Tues-Thurs, as well as provide some remote support hours on Mondays and Fridays. Depending on your experience, some hours on Tues-Thurs may be spent remotely as well.

The ideal candidate will have their own transportation and be open to occasionally meeting with our Co-Directors in and around the Bay Area.

**Compensation:**

This is an unpaid internship, but is a unique opportunity to be part of and grow with a small women-led organization with a large, global impact. We are happy to work with interns hoping to receive academic credit for their time with us, though you do not have to be a student to apply.

**To Apply:**

To apply, please submit your resume, and a cover letter detailing your relevant skills, passion and interest to [info@womensearthalliance.org](mailto:info@womensearthalliance.org). Be sure to include the name of the internship you are applying for, as well as your availability.

WEA welcomes interns from diverse gender, educational, socio-economic, racial and cultural backgrounds.