



SUMMER ADMINISTRATIVE INTERNSHIPS

Timeframe: Summer Season: beginning of June – beginning of September

Time Commitment: 10-20 hours per week, flexible scheduling, at least nine weeks in duration

Compensation: Summer Administrative Internships are paid and include significant workforce skill development. Paid Federal Work Study positions are also available.

About Primitive Pursuits

Primitive Pursuits of Ithaca, NY is a renowned outdoor youth development program in partnership with a local Cooperative Extension and 4-H Youth Development – two nationwide institutions. We offer nature-based skills and experiences that foster youth development and connections with nature. Our summer programs utilize time-honored mentoring techniques and outdoor immersion curriculum. By learning and teaching wilderness living skills in small groups, locally, we create unique experiences of wilderness adventure and community building in a format that is inclusive for families of all income levels.

Administrative Internships

Creative Thinkers. Radical Problem Solvers. Join our team at Primitive Pursuits to contribute to our national effort to develop social change and nature awareness. Our administrative internships offer an opportunity to be part of a cutting edge social enterprise while testing your knowledge and abilities in the marketplace of the real world. You'll receive support and guidance from a team of entrepreneurial minded program leaders dedicated to building a financially successful model of lasting social change.

Training Opportunities & Responsibilities may include:

- Maintaining and managing databases to track progress and inform executive functions of program
- Handling and securing confidential information
- Making phone calls to parents and donors, answering the phone
- General administrative and organizational support
- Specialized projects designed to benefit your professional development goals

Interested applicants must demonstrate:

- Proficiency in Microsoft Office and Google Drive and comfort with computer skills development
- Maintaining a positive, professional and inclusive environment
- Collaborating effectively with others
- Desire to promote the educational mission of the program and the parent institutions

To apply visit primitivepursuits.com/internships
615 Willow Ave, Ithaca NY 14850 | 607-272-2292 ext. 195