

Position Description

Working Title:	Summer Administration Intern
Classification:	Association Temp Program (Non-Exempt)
Start Date:	6/16/2022
End Date:	9/2/2022
Duration (months):	Approximately 3
Hours per week:	20
Days per week / schedule:	Monday-Friday (Negotiable)
Work Location:	4-H Acres, CCE Office
Supervisor Name & Title:	Rachel Bortin, Summer Camp Director
Compensation:	Approximately \$900 per month
Benefits Eligibility:	Not Benefits Eligible
Employment Type:	Temporary

Position Summary

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.

Individuals who bring a diverse perspective and are supportive of diversity are strongly encouraged to apply.

Responsibilities

- Maintaining and managing databases to track progress and inform executive functions of program
- Making phone calls to parents and answering the phone
- General administrative and organizational support
- Specialized projects designed by you, to benefit your professional development goals
- Other tasks related to administrative responsibilities

Required Qualifications

- Proficiency in Microsoft Office and Google Drive and comfort with computer skills development
- Being apart of a positive, professional and all-inclusive environment
- Collaborating effectively with others
- Access to reliable transportation
- Able to Attend Staff Training Week June 20-24, 2022

Preferred Qualifications

- Desire to promote the educational mission of the program and the parent institutions

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Cornell Cooperative Extension Tompkins County

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How to Apply

Please complete our online employment application including a cover letter and resume.

Applications will be accepted until May 1, 2022 or until all positions are filled.

Contact

Rachel Bortin, Summer Camp Director at primitivepursuitsopportunities@gmail.com

Additional Info

Please be sure to read the Notice to Applicants found on the Jobs with CCE page:

<https://cals.cornell.edu/cornell-cooperative-extension/join-us/jobs>

Please Note: Effective January 10, 2022, all CCE Tompkins employees must be fully vaccinated and present proof of an FDA- or WHO- authorized or approved COVID-19 vaccination; or have an approved disability/medical or religious exemption; or be documented to work fully remotely, fully outdoors, or in a workplace with no other people present. Failure to demonstrate compliance with this requirement within the first 30 days of work may result in the delay of employment, unpaid leave, or termination. For more information,

visit: https://s3.amazonaws.com/assets.cce.cornell.edu/attachments/54591/2022.01.06_APPROVED_mandatory-vaccination-policy.pdf?1641517570

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No relocation or VISA Sponsorship available.

The Association may make reasonable accommodations to enable applicants to participate in the hiring process and employees to perform the essential functions of their job. If you require an accommodation so you may participate in the selection process you are encouraged to contact CCE Tompkins HR at tompkins-hr@cornell.edu.

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