



## **Internship (Fall, Spring, Summer)**

**Employer:** Wafila is an association of agricultural and seasonal employers located in Lacey, with field offices in Kennewick and Wenatchee, WA. Wafila is one of the nation's top providers of seasonal workers through the Federal H-2A and H-2B Guestworker Programs. The association also provides HR guidance, training, and products/services to members. Wafila is an E-Verify participant.

**Position Title:** Internship

**Salary/Wage:** This is an hourly (non-exempt) **internship**, approximately 20 to 40 hours/week. Starting wage is \$12 per hour (DOE).

**Office Hours:** Office hours are 8 a.m. to 5 p.m. Monday through Friday.

**Fall dates:** August 27, 2018 to December 14, 2018.

**Spring dates:** January 14, 2019 to May 10, 2019.

**Summer dates:** May 28, 2019 to August 16, 2019. Full-time (40 hours/week).

**Reports to:** Chief Operating Officer

**SUMMARY:** Primary Responsibilities: Performs special projects and general clerical duties to include but not limited to: photocopying, mail distribution and filing. The intern will support the office staff in fulfilling general administrative tasks including reception as needed.

### **ESSENTIAL FUNCTIONS:**

- Special projects. Examples: authoring a white paper; developing a product, program or service, etc. Resume building projects.
- Answer a multi-line phone system in an efficient and professional manner.
- Respond to inquiries, take messages, and transfer calls to the appropriate person.
- Create and retain physical and electronic files.
- Scan documents and heavy filing duties.
- Monitor calendars, document actions, input information into the database.
- Provide general administrative support to staff as requested.

### **PREFERRED:**

- Bi-lingual Spanish. Ability to communicate effectively in the Spanish language (prefer dialect of Mexico/Mexican culture).

- Associates Degree.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Interest or experience in either agriculture, business, government, or immigration.
- Seeking college degree.
- Possess excellent cultural sensitivity skills.
- Ability to work autonomously or in a team setting.
- Commitment to excellence in customer service.
- Willingness to learn and accept feedback for continuous growth.
- Highly organized with excellent time management and communication skills.
- Excellent attention to detail in written correspondence.
- Knowledge of computer business applications including Word, Excel, Gmail, PowerPoint.
- Valid Washington Driver's License.

**LICENSES AND/OR CERTIFICATIONS:** Valid Washington State driver's license.

**HOW TO APPLY:** Please complete the application at [wafla.org/jobopenings](http://wafla.org/jobopenings).

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:** Work is performed primarily in an office environment. Physical requirements include working for extended periods of time at a computer terminal. *No known significant hazards.*

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The statements contained herein reflect general details necessary to describe the essential functions of this position, the level of knowledge and skill typically required, and the scope of responsibility. This should not be considered an all-inclusive listing of work requirements. Employees may perform other duties as assigned. Changes to the position description may be made at the discretion of the employer. This position description does not constitute a contract for employment.

It is the policy of wafla to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status, or physical or mental disability.

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Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_