



Cow Creek Government Office

Anvil Intern

Job Code: 1390
Department: Education
Location: Roseburg, OR.
Minimum Hourly: \$15.00

POSITION PURPOSE:

Provides support to the Anvil Northwest operations in a variety of ways from administrative to supporting community events.

Position Duties:

- Assists team with administrative tasks, mailings, and following up with clients.
- Delivers products and collateral materials to clients and events.
- Assists in various creative planning events.
- General event planning activities.
- Other duties as assigned.

QUALIFICATIONS:

- Currently enrolled in high school.
- Able to read and comprehend detailed written instructions.
- Good communication skills (phone, in-person, email).
- Eager to jump in and willing to do many different tasks.
- Interest, desire, curiosity to learn more about graphic design and event planning.