

Wild Scotland Membership Administrator Internship

Application Deadline: Sunday 15th June, 2014

Position: Part-time, Unpaid

Timeframe: 3 Months (*Flexible*)



Your career is just that; yours. This is an exciting stepping-stone for a recent graduate or someone looking to move into the tourism sector.

[Wild Scotland](#), the Scottish wildlife and adventure tourism association is offering a **three month** internship. This is a fantastic opportunity to join a small company, have immediate access to responsibility and be involved in an interesting range of tasks. By working with us and our members the Association will provide the individual with a better understanding of the sector and also develop practical skills for future employment.

The Candidate

We are looking for an individual who has an interest in wildlife and adventure tourism and who is confident on the telephone and with Microsoft Office. Experience of sales, &/or using Word Press would be advantageous but not essential as training will be given.

Activities will include:

- Membership services: membership recruitment drive, member enquiries, application processing, updating online listings
- Marketing: newsletters, search engine optimisation
- General office tasks: handling post, responding to email enquiries, scheduling meetings, database management, other admin duties;

The right person would preferably be based in or around Stirling and available to work at our [office](#).

How to apply

To apply, please send a CV and covering letter to Gillian Brymer at info@wild-scotland.co.uk

In your covering letter please state:

- Why you would like this position;
- Details of how your skills, knowledge and experience make you suitable for the role;
- Your available start date and your available days/hours

For more information about Wild Scotland [click here](#)