Internship Opportunity  
Georgia Forestry Association  
May-August, 2014  
12 weeks, 40hrs/wk

The Georgia Forestry Association (GFA), founded in 1907, is one of the oldest conservation organizations in the U.S. GFA provides pertinent information and technical resources to the public, through legislative efforts and educational programming. GFA’s membership has over 2200 members from the forestry community. The office is located in Forsyth, north of Macon off I-75 at exit #188. For more information on our Association, go to www.gfagrow.org.

The association needs a student who is willing to take advantage of the opportunity to learn about the benefits of the organization and the services it provides to the forestry community in Georgia.

Duties would include:
- Assisting with the Annual Conference at the Westin Hilton Head Resort (July19-21), including preparation and on site coordination.
- Assisting with membership, including processing new members and communication to current members.
- Assisting with communications to board members and various committees.
- Compiling research, reports and other data.
- Assisting with day-to-day operations of the Association.

Skills necessary:
- Basic computer skills in Word, Excel and Outlook a must. Advanced knowledge a plus.
- Willingness to do what it takes to get the job completed.
- Good communication skills important to interact with membership.
- Must be reliable and able to work independently on projects.

Office hours would be 8:00 a.m. - 4:30 p.m., Monday – Friday. (Annual Conference hours are an exception to this schedule) Pay $9.00-$11.00/hour -depending on skill level and applicable experience. No overtime, benefits or holiday pay. Must provide own housing and transportation.

To apply send a cover letter and resume’ to:

Carla Rapp  
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Forsyth, GA 31029  
478-992-8110  
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Deadline for applications is February 28, 2014