

ADMINISTRATIVE INTERNSHIP APPLICATION

Contact Information

Name:

Permanent Address:

Cell Phone:

Email Address:

Date of Birth:

Emergency Contact (Name, Phone, Relationship)

Application Questions

1. How did you hear about OAEC?

2. Why are you interested in the Internship Program at OAEC?

3. How would this internship serve your life vision?

9. Is there anything else about yourself that you would like to share so we have a better understanding of who you are?

Optional: Please include a photo of yourself - especially if you've visited. It helps us remember who you are.

Administrative Internship

Address cover letter, resume and application to Jenyng Wu. If you have any questions prior to applying, contact Jenyng at jenyng@oaec.org or (707) 874-1557 x 124.

1. Why are you interested in applying for the Administrative Internship? How will you use your experience here toward serving your future goals and aspirations?
2. Please describe your previous experience, if any, in an office setting, including your proficiency in computer programs and applications.
3. A significant part of this position involves being “the face of OAEC” - the main point of contact for public inquiries and for workshop and retreat guests. How do you feel about playing this type of role? Have you had experience with customer service and/or hospitality?
4. This position requires the ability to relay complex information to colleagues and visitors in person, over the phone and through email. Please give an example of how you've used your verbal and written communication skills in a professional setting.
5. Do you consider yourself to be focused and detail-oriented? Describe a time management strategy you've used to successfully juggle multiple tasks, deadlines and details without “dropping the ball.”