



Guide Service Administrative Support Intern

Position Type

6-month paid internship

Job Summary

The Administrative Support Intern supports the Program Coordinators by assisting with sales, registrations, client communication, and office recordkeeping. In addition, the intern supports the IT Manager by assisting with development of the company website.

Job Qualifications

The ideal candidate has a passion for the mountains and mountain sports and a desire to express this passion in part through office-based work. In addition, he or she has the following qualifications:

- A desire to learn about the business model and daily operations of a mountain guide service
- Basic office computer skills, including email, word processing, photo and graphic editing, simple databases, and spreadsheets
- Basic web authoring skills, including some familiarity with HTML and CSS, and a working understanding of the architecture of the internet and the Web
- Strong communication skills, including the ability to write clear and complete business correspondence and to speak clearly and sincerely in phone conversation
- Good organizational and work habits, including the ability to focus in a busy, distracting office environment

Desired Personal Qualities

- A friendly, enthusiastic, honest personality
- A desire to learn from more senior staff, contribute to a team effort, and see a project to completion
- A work hard/play hard approach to life

Duties and Hours

This position normally requires between 20 and 30 hours per week. Principle duties are as follows:

- Assist with routine office work, including processing trip registrations, answering phones and responding to emails, and keeping accurate paperwork and database records
- Gain familiarity with AAI's program offerings and take growing responsibility for representing these programs accurately and attractively in our marketing collateral, client communications, and phone conversations
- Assist with development of the Institute's website, including migration of content from old blogs and web pages to new containers

Compensation

This position is designed to provide the intern with entrance to the professional network of the mountain guiding community and the larger outdoor industry. The principle tangible benefit of this job will be the opportunity to receive recommendations from our director and senior staff and to benefit from their connections. However, in addition, there are three forms of direct compensation:

- An hourly wage commensurate with experience
- Tuition waivers for many of our climbing programs
- Eligibility for pro purchase programs for equipment and clothing

Application Process

To apply, please fill out our online application at <https://alpineinstitute.wufoo.com/forms/administrative-support-internship-application/>.

Please feel free to follow up with a phone call.