



### **A day in the life of a PCO Intern...**

*A PCO intern uses a wide range of skills and participates in varied activities. Applicants should have organizational, communication, writing and computer skills, as well as strong abilities in a team environment.*

- Copy and mail files as assigned by Certification Staff Assistant
- File fee and materials documents in client folders
- Prepare Weekly Staff e-mail, which informs staff of office happenings
- Maintain par levels of membership packets, application packets, information packets, Cert manuals and record keeping systems
- Conduct weekly office supply inventory and reordering of supplies
- Handle mail, phone, fax, and e-mail communications
- Maintain necessary quantities of forms and documents for staff to use
- Assist with upcoming event preparations
- Assist with various mailings as needed
- Look for articles for our quarterly newsletter, *Organic Matters* and then write an article.
- Work on various projects that are assigned by the Certification or Administrative Team.