

Intern Funeral Director

Sig's Funeral Home and Cremation Services in Bellingham, Washington is looking for a full-time intern Funeral Director. The intern Funeral Director (under the direction of a licensed funeral director) will oversee, direct, and coordinate all aspects of funeral services including visitation, services, burials, and cremations, while providing caring support and advice to families and friends of the deceased. Embalming license helpful but not required. **Strong preference for someone to live within 20 minutes of funeral home.**

Duties/Responsibilities:

- Provides knowledgeable and caring support to family and friends of deceased; meets with family and/or friends of the deceased to discuss the nature and time of funeral arrangements to be conducted.
- Tactfully discusses the options and preference for disposition of the remains; addresses and explains the costs of the funeral with family and/or friends of the deceased.
- Coordinates practical arrangements for the funeral that are respectful, professional, timely, and sensitive. This may include transferring the body to the burial site, providing transportation of the family, or arranging visitations and services.
- Coordinates the transfer of the body or remains to the funeral home.
- Makes arrangements with cemeteries for scheduling, opening, and closing of facilities and gravesites, as necessary.
- Oversees the issuance of death notices, obituaries, and related paperwork to government agencies and preferred newspapers or other appropriate media.
- Able to be on call nights/weekends and holidays
- Performs other related duties as assigned.

Education

While not required, an associate's degree is preferred. Washington State requires a minimum of an associate's degree within 5 years to obtain full licensure.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Ability to promptly and accurately execute required legal paperwork.
- Intermediate computer knowledge

Benefits:

- Competitive Salary (18-20 per hour)
- No Funeral Home experience necessary. We will train the right individual.
- Comprehensive training on all aspects of funeral directing

Please submit your resume to: sig@sigsfuneralservices.com