



Program Development Internship

Timeline: Fall 2017 Semester

Context

The Program Development Intern will gain insight into developing and implementing nonprofit programs and educational material. The objectives of this internship are to develop a strong connection between a nonprofit and its community, to coordinate program requirements with outside agencies, organizations, and schools, and to successfully implement program objectives. This is ideal for a student interested in gaining skills and experience in organizational program development, coordination, and implementation.

Time Commitment

The intern will commit 10-15 hours on average a week, for a total of 120-180 hours. Will include in-office work and meetings, remote work, and occasional ground work at events. Hours and time commitment are flexible (except for set events). Internship hours will be set between the supervisor and the internship candidate prior to the start of the internship.

Supervisor

The Executive Director will be the direct supervisor, with support from the Volunteer Coordinator and Program Manager. Trees Matter staff will supervise the intern and will schedule regular virtual or in-person meeting times, at least once a week. The Executive Director will introduce the intern to office staff, policies, and work space.

Main Responsibilities

- Help develop program objectives, requirements, and execution timeline
- Assist with the coordination of outside parties that will be participating in programs
- Help develop Trees for School program by coordinating with local schools, helping plan and coordinate tree pickup logistics, creating training and educational material, and assisting with other program development requirements
- Help develop and grow Edible Trees Program by researching and coordinating with local venues & people in the community, creating advertisement & marketing, and assisting at Edible Tree events.
- Maintain accurate communication records among participating organizations, agencies, schools, other non-profits, etc.



Qualifications

- Non-profit Leadership and Management, Public Administration, Communications, or other related Major
- Excellent verbal and written skills
- Strong attention to detail including grammar, punctuation, fact-checking, and layout
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint)
- Valid driver's license and/or access to reliable transportation
- Ability to work on occasional Saturdays and/or evenings during the week
- Knowledge in or willing to learn sustainability/tree topics
- Spanish speakers are a plus

Objectives

- Community Engagement
 - Obtain support and partnerships through professional communications with outside organizations, agencies, non-profits, schools, etc.
 - Demonstrate how Tree Matter's mission benefits community members
- Program Development and Implementation
 - Obtain experience with program development and implementation by defining the goals of a program, partnerships needed, designing steps to implement the program, and analysis of lessons learned and viability of the long-term success of a program

Benefits

- While completing the internship, the intern may attend any and all Trees Matter events and classes free of cost with advance notification
- Upon completion of the internship, intern may receive a Letter of Recommendation from the organization upon request
- Gain experience in the world of nonprofits and transferrable professional skills
- Learn how to engage the community in helping accomplish a non-profit's mission
- Hands-on program development and implementation experience