



## Events Internship

Timeline: Spring 2021 Semester

### Context

Due to our organization's temporary limitations due to Covid-19, this internship will consist of a mostly-virtual work setup, with the intern needing the ability to occasionally participate in-person with staff, for any potential events, that would occur occasionally. The main objectives of the events internship are completing one main project, program coordination, and minor event planning and execution. The intern will have the opportunity to learn how to develop a strong connection between a nonprofit and its community through virtual opportunities. The intern will also have the opportunity to develop leadership skills through creating and completing a main project throughout the duration of the internship, and helping train and lead volunteers at events. This position is ideal for a student interested in program coordination, nonprofit management, and working one-on-one with staff.

### Time Commitment

The intern will commit 5-10 hours on average a week. Will consist of a mostly-virtual work setup, with the intern needing the ability to occasionally participate in-person with staff, for any potential events that would be occasional. Hours and time commitment are very flexible (except for set events). Internship hours will be set between the supervisor and the internship candidate prior to the internship.

### Supervisor

The Volunteer & Outreach Manager will supervise the intern, and work together to schedule regular internship hours and monthly check-in meetings. The Volunteer Manager will guide the intern in all trainings, orientations, and monitor the intern throughout their main project and various responsibilities. The intern will also be introduced to office staff and policies.

### Main Responsibilities

- Participate in regular mandatory virtual meetings with Supervisor and/or entire staff
- The intern will work with the Volunteer Manager to create one main project to work on throughout the semester through remote work



(Main Responsibilities continued)

- Assist in directing, training, and leading volunteers at occasional events
- Assist our program participants/community at events with various needs
- Man booths and track all data from booths attended afterwards
- Actively assist on-site at occasional events including set up, break-down & support

## Qualifications

- Attention to detail in a fast-paced team environment
- Strong written, phone, and oral communication skills and customer service skills, bi-lingual Spanish ability a plus
- Must be comfortable with in-person interaction with the public, volunteers, staff, etc.
- Must be comfortable with physical labor such as digging, planting, and lifting equipment up to 20 pounds
- Valid driver's license and access to reliable transportation
- Ability to work on Saturdays
- Strong organizational skills
- Demonstrated experience in planning events is a plus

## Benefits

- A portfolio that demonstrates the experience gained in event planning and implementation, and demonstrates the completed main project
- Network virtually with local nonprofit leaders, arborists, and other professionals in the nonprofit sector and local business/private sector
- Gain experience in the world of nonprofits and transferrable professional skills
- Gain understanding of inner workings of a nonprofit organization
- Knowledge of conflict resolution and guest satisfaction
- While completing the internship, the intern may attend any and all Trees Matter events and classes free of cost
- Upon completion of the internship, intern may receive a Letter of Recommendation from the organization upon request