



Events Internship

Timeline: Summer 2019 Semester

Context

The main objectives of the events internship are community engagement and promotion, event planning and execution, and creating and completing one main project. The intern will have the opportunity to learn how to develop a strong connection between a nonprofit and its community through events such as manning booths to inform the community of our organization, and develop events management skills through helping coordinate and plan SRP tree events, Urban Food Forest events, and other events. 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 events coordination, nonprofit management, and working closely with staff in a hands-on environment.

Time Commitment

The intern will commit 5-10 hours on average a week. Will include in-office work and meetings, occasional remote work, and regular grounds work at events. Hours and time commitment for in-office work 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 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, policies, and work space.

Main Responsibilities

- Actively assist on-site at events including set up, break-down & support
- Attend site visits and participate in event planning meetings with staff
- Aside from assisting at events, the intern will work with the Volunteer Manager to create one main project to work on throughout the semester during times in the office



(Main Responsibilities continued)

- Possible opportunity to create videography, blog posts, and storytelling outlets relating to our organization, our mission, and our community
- Assist in directing, training, and leading volunteers at events
- Assist our program participants/community at events with various needs
- Assist in the planning and execution of our Urban Food Forest events
- Man booths and track all data from booths attended afterwards

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 and weeknights
- 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 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