

## Marketing/Special Events Intern

### **Roles and Responsibilities:**

The Great River Greening Marketing and Special Events intern will work with the Volunteer Programs and Events Manager to ensure Great River Greening spring events are well publicized among Greening stakeholders and the general community. In addition, the intern will support the Community Education Committee in its efforts to ensure community events have the necessary materials for the purpose of volunteer retention and development.

### **Tasks:**

- Create and and/or edit marketing materials for the purpose of volunteer recruitment (mailings, newsletter postings, etc).
- Research targeted volunteer recruitment opportunities and initiate contact with individuals/groups in the geographic areas proximate to community events (Chambers of commerce, rotary clubs, faith based communities, potential corporate partners, etc.)
- Arrange and deliver presentations to community groups for the purpose of volunteer recruitment. Represent Great River Greening at community volunteer fairs.
- Perform other duties as assigned as it relates to Great River Greening special event management.
- Act as a resource for the Community Environmental Education Committee as it relates to program research, development of education materials, and acquiring needed materials for educational presentations.
- Shadow supervisors at community events. If comfortable, lead work units. In addition, shadow and/or lead small group maintenance project as projects are available.
- Learn conservation issues related to natural area management in urban areas.
- Meet with agency Executive Director, Communications and Development director, and Conservation Director for the purpose of learning conservation organization best practices.



**Qualifications:** Excellent written and verbal communication skills with experience or an interest in marketing, special event management, and volunteer recruitment. Ability to coordinate a project from beginning to end. Competent public speaking and community skills required.

**Time Commitment:** Monday-Friday, 8:30am-5:00pm (flexible). Prefer minimum of 10-15 hours per week.

**Supervision:** Volunteer Programs and Events Manager

To apply send resume and cover letter, by email only, to Mark Turbak [mturbak@greatrivergreening.org](mailto:mturbak@greatrivergreening.org).