



To create healthy and resilient communities, Ironwood Tree Experience makes it possible for young people to engage with the natural world and be stewards of the environment.

Volunteer and Internship Program - Role Announcement

Title: Development Assistant Internship

Role Overview: Ironwood Tree Experience (ITE) strongly supports a growing network of youth, ages 12-20, who choose to connect with nature and culture in public lands and the urban environment, where they actively explore, discover and care for our community. Each member of the ITE staff, volunteer/internship corps, and Board of Directors plays an important role in nurturing, guiding, and supporting our youth participants.

The Development Assistant Intern plays an important role as a member of the ITE Development Team by directly assisting the Executive Director and Engagement and Events Coordinator in these key areas: 1) Stakeholder Cultivation, 2) Data Coordination, and 3) Community Relations. Indirectly, the Development Assistant Intern will assist and collaborate with other members of the ITE Team to meet organizational objectives.

Role Objectives:

- Assist with all aspects of the Development Team's needs for stakeholder engagement
- Actively participate in stakeholder activities and community events
- Represent ITE and promote the mission and efforts of ITE youth environmental stewards

Primary Duties and Responsibilities:

- Assist with the creation and implementation of engagement activities such as testimonials, photo/video/audio responses, surveys, presentations, and in-person interviews with youth participants, parents, partners, donors, and other staff & volunteers/interns
- Collect, organize, and report data using a data management system - Google Sheets, Photos, and Forms and Mailchimp - and other creative, graphic platforms such as Canva, or Adobe Sparks
- Assist with the preparation and coordination of community events
- Attend and actively participate in community events as scheduled by the Executive Director

Additional Duties and Responsibilities:

- Event preparation and coordination
- Grant research and organization



To create healthy and resilient communities, Ironwood Tree Experience makes it possible for young people to engage with the natural world and be stewards of the environment.

Required Qualifications:

- Awesome social etiquette (show politeness, friendliness, and interest in others and the situation) while interacting with diverse audiences and multiple stakeholders
- Commitment to flexibility in completing job duties
- Good communication and writing skills
- Demonstrated interest in ITE's mission and vision

Preferred Qualifications:

- Previous experience with non-profit or business development
- Experience with databases

Reports to: Volunteer and Internship Coordinator with supervision from the Executive Director and the Engagement and Events Coordinator

Schedule: Spring 2020 semester; 1 to 2 days per week as negotiated