



## **Volunteer Internship Position:**

### **Community Outreach Intern**

#### **Description:**

The Water Conservation Garden is a nonprofit organization with the mission to educate and inspire through excellent exhibits and programs that promote water conservation and the sustainable use of related natural resources.

The Water Conservation Garden has nearly six acres of displays that showcase water conservation through a series of beautiful, themed gardens, such as a native plant garden and a vegetable garden, as well as how-to displays such as mulch and irrigation exhibits. The Garden exists to affect positive change in people's attitudes and behaviors by promoting conservation and environmental awareness. The primary objectives of The Garden are to provide education about conservation, gardening, water supply, sustainable living, and stewarding ecosystems.

We are seeking a Community Outreach Intern to support our San Diego Tree Week initiative (April 22-29, 2023). San Diego Tree Week is a week-long tree planting initiative that celebrates the usefulness of trees. The Community Outreach Intern will assist in outreach to local businesses, community groups, and other organizations. This internship is an excellent opportunity for students who are interested in nonprofits, marketing, or community outreach.

#### **Duties and Responsibilities**

- Gain basic understanding of The Water Conservation Garden
- Become knowledgeable of mission, development, and communication efforts
- Gain technical training by utilizing Salesforce, Zoom, MS Teams, Excel, and other professional programs
- Building new relationships with local businesses and community groups and providing them guidance on aspects of San Diego Tree Week
- Recruit new individual and corporate teams to build our constituent base
- Build data lists of prospective teams
- Visit local businesses to distribute flyers and other information
- Attend events to promote The Garden
- Assist with brainstorming ideas to execute a successful campaign
- Provide general office support, as needed.

#### **Qualifications**

- Working toward a degree in nonprofit management, business, communications, marketing, event management, environmental studies, or related field.
- Must be eligible to receive college credit for internship
- Strong and clear writing and oral communication skills
- Willingness to speak in front of groups and over the phone

- Professional phone etiquette
- Ability to follow directions and positively respond to feedback
- Strong attention to detail
- Able to visit The Garden periodically
- Proficient in MS Office Suites

#### Important Personal Traits

- Professional attitude
- Friendly and approachable with positive attitude
- Respect for diversity
- Interest in the nonprofits, marketing and environmental work
- Ability to work independently and as part of a team.

#### Details

- This internship provides training and career development in a professional environment with the Development Department.
- 10-20 hours per week 8:30am-4:30pm, Monday – Friday (flex-time available).
- 6-12 month commitment.
- The schedule is flexible with occasional weekend activities.

#### Compensation

This is an unpaid internship.

#### Perks

- Family Wellness Membership to The Water Conservation Garden
- Two free guest passes for friends or family
- Reciprocal entry to 300+ botanic gardens nationwide
- 10-15% discounts at select nurseries
- Free coffee or tea when onsite
- Free yoga and fitness classes
- Access to educational workshops
- A beautiful work environment in a nearly 6-acre garden

#### How to Apply

Please send your resume and cover letter to Janelle Wallace, Development & Membership Director. Applications will be reviewed on a rolling basis.