# **HOWELL NATURE CENTER**

**~ Job Description ~**

Position Title: Marketing and Event Intern

Departments: Administration

Reports to**:** Interim Executive Director of Programs

Status: Part-Time

**About Howell Nature Center:**

Howell Nature Center (HNC) is a nonprofit organization dedicated to connecting people with wildlife and nature through education, conservation, and outdoor recreation. In addition to robust wildlife and nature education programming, camps, adventure activities, and community events, HNC operates a wildlife rehabilitation clinic and wildlife park.

**Position Summary:**

We are seeking a highly motivated and enthusiastic Marketing and Event Intern to join our team. This is an excellent opportunity for a student or recent graduate to gain hands-on experience in nonprofit marketing, event planning, and community engagement. The intern will work closely with our staff to promote our programs, events, and mission to the public.

**Responsibilities:**

**Marketing & Communications:**

* Assist in creating and scheduling content for social media platforms (Facebook, Instagram, etc.), and maintain a social media presence.
* Create and edit promotional materials, including videos, flyers, e-newsletters, and website content.
* Help maintain and update the organization's website.
* Contribute to the development of marketing strategies to increase awareness, program registration and event attendance.

**Event Planning & Support:**

* Provide logistical support for a variety of events, including workshops, festivals, fundraisers, and community outreach programs.
* Assist with event setup, registration, and breakdown.
* Help with volunteer coordination for events.
* Brainstorm new and creative event ideas to engage our community.

**Administrative & Other Duties:**

* Maintain marketing and event calendars.
* Assist with data entry and management of contact lists.
* Perform other administrative tasks as needed to support the organization.

**Qualifications:**

* Currently enrolled in or a recent graduate of a program in Marketing, Communications, or a related field.
* Strong written and verbal communication skills.
* Proficiency with social media platforms (Facebook, Instagram, etc.).
* Knowledge of or willingness to learn email marketing and content management systems.
* Proficiency in website management.
* Ability to create flyers, videos, and other promotional materials.
* Excellent organizational skills and attention to detail.
* Ability to work independently and as part of a team.
* A passion for wildlife, nature, conservation, and the mission of HNC.

**Time Commitment:**

* 8-24 hours per week
* Minimum of 12 weeks
* Some evening and weekend work may be required for special events.

**Compensation:**

* $14-16 per hour

**To Apply:**

Please submit your resume and a cover letter to laurab@howellnaturecenter.org. In your cover letter, please tell us why you are interested in this position and how your skills and experience align with our mission.

**Job Specifications:**

*The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

* **Minimum Age:**
	+ Must be 18 years of age
* **Education/Certifications:**
	+ One to two years related experience and/or training; or equivalent combination of education and experience.
* **Physical Requirements**
	+ The physical demands described here are representative of those that must be met by an employee to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
	+ While performing the duties of this job, the employee is regularly required to sit, stand, walk, reach with hands and arms; climb or balance, stoop, kneel and crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 45 pounds.
* **Working Conditions**
	+ The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
	+ While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, and outside weather conditions.

**EFFECT ON END RESULT:**

**Employee Name**:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have reviewed the above job description, and I hereby attest that I can meet all physical and non-physical requirements listed above.**

**Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**