



PORTLAND OUTREACH INTERN: WINTER 2018

About this position

Desired start: Week of January 15, 2018

Hours: Flexible, 8 hours a week, with additional hours during events

Primary location: ONDA's Portland office: 917 SW Oak St. #300

Compensation: Professional skills and abilities gained through internship. *This internship will include opportunities to identify specific skills or areas of professional development for the selected candidate.*

Position description

Oregon Natural Desert Association (ONDA) seeks an outgoing, conservation-minded intern to join our team for the winter to promote ONDA's high desert conservation priorities throughout Portland. This is a valuable opportunity to gain insight into an effective, well-regarded nonprofit environmental organization. Key tasks will include:

- Assist with implementation of the monthly High Desert Speaker Series, including managing attendance lists via EventBrite
- Capture and organize event results in ONDA's Salesforce database
- Manage event logistics, including organizing materials, recruiting volunteers, soliciting sponsors, and completing promotions to drive turn out
- Recruit new supporters and provide information about conservation opportunities at ONDA outreach events
- Plan and potentially lead guided hikes from Portland in partnership with volunteer naturalists

Desired skills and abilities

- A passion for conservation and a desire to learn about ONDA's mission and programs
- Strong verbal, writing and organizational abilities
- High comfort level with public interaction and soliciting donations
- Friendly demeanor, sense of humor and ability to adapt to changes
- Ability to travel throughout the Portland-metro area
- Ability to work flexible hours, including some evenings and weekends
- Familiarity with EventBrite's web platform and Salesforce database systems, or an ability to learn quickly

To Apply

Please email your cover letter, resume, and general availability (days and times) to [Corinne Handelman](mailto:Corinne.Handelman@onda.org), ONDA's Outreach Coordinator. Please limit your cover letter and resume to no more than two pages. PDF format is preferred. References will be requested after interviews.

About the Oregon Natural Desert Association

Founded 30 years ago, ONDA is a nonprofit conservation organization with over 10,000 members and supporters committed to protect, defend, and restore high desert public lands in eastern Oregon. Learn more at www.onda.org