



Fall and Winter Outreach and Events Intern

Duration: September 2018 – January 2019

Hours: 10-15 hours per week

Compensation: Professional skills and abilities gained through internship.

Academic credit may be available for current students.

Position description:

Oregon Natural Desert Association seeks an outgoing, conservation-minded intern to join our team for the fall and winter. With oversight and guidance provided by ONDA's Development Associate and Membership and Engagement Coordinator, this individual will assist in development and communications efforts. This is a valuable opportunity to gain insight into an effective, well-regarded nonprofit conservation organization.

Key tasks:

- Assist in the research and planning of ONDA's fall and winter outreach events
- Represent ONDA at events by providing information about ONDA's mission and key programs to get people engaged in ONDA's work
- Assist with event promotion and implement strategic communication plans by creating and posting social media, blog and website content
- Use Salesforce database and a variety of online data management systems to capture key information from events and outreach efforts
- Recruit and coordinate ONDA volunteers to assist with events and ad hoc office tasks
- Participate in sponsor outreach activities to support ONDA events and campaigns
- Aid donor and member appreciation efforts as necessary

Desired skills and abilities:

- A passion for conservation and a genuine interest in protecting, defending and restoring Oregon's high desert
- Knowledge about ONDA's mission and key program areas; a connection to the area is a plus
- Great people skills and a high comfort level interacting with the public
- Friendly demeanor and ability to enthusiastically adapt to changes
- Solid organizational, time management and writing skills with strong attention to detail
- Experience working with computers, Microsoft Office programs, social media applications and data management systems preferred

Key dates:

This internship will require the ability to work flexible hours, including some evenings and weekends. The dates below are events the applicant will be asked to staff. However, ONDA will consider candidates regardless of availability:

- October 5 – Wild & Scenic Film Festival
- November 2 – 2019 Wild Desert Calendar Release Party
- December 7 – High Desert Hootenanny: Bend

Skills and abilities gained through internship:

- Learn communication, event and project planning strategies and best practices
- Gain experience with data management systems
- Create engaging content for a variety of communication platforms including web, social media and print
- Learn the inner workings of a dynamic conservation nonprofit
- Foster professional connections in the field of conservation work
- Customize your work experience based on your skills and interests

To apply:

Applications will be accepted on a rolling basis until the position is filled. Accordingly, please submit a cover letter and resume as soon as possible to caelin@onda.org. If invited to interview, we may request three references.