

Development & Events Intern

10-15 hours/week for a 4-month period

Compensation: this is an unpaid position

Start date: September or January

Description

CitySprouts is a nonprofit that introduces school gardens as a core element of children's public education. We partner with public schools to ensure that hands-on learning, environmental stewardship and the experience of growing and eating healthy food become part of every child's life.

We are looking for a creative, driven intern who will join our staff to support CitySprouts' fundraising efforts in the fall or spring. This includes helping with appeals and planning CitySprouts' annual fundraising gala, Dig It!. This internship is for a person who wants to understand and be involved in the management, fundraising, and marketing of a successful non-profit organization.

Responsibilities include but are not limited to:

- Solicit in-kind donations from local businesses in Cambridge and Boston to support CitySprouts' annual fundraising gala, Dig It!
- Support logistics associated with Dig It!, including assisting with the creation of the event website, communicating with venue and vendors, invitation mailings, maintaining auction lists and descriptions
- Lead auction volunteers at Dig It!
- Use Salesforce to enter, track and follow up on all donations
- Support fall or spring appeals
- Provide support for family engagement events
- Promote CitySprouts with shareable content on Facebook and Twitter
- Track community engagement and email marketing benchmarks across several web applications (Facebook, Twitter, Constant Contact)
- Attend staff meetings to gain a better understanding of organization-wide programs
- Opportunity to assist with volunteer events to see CitySprouts programming in action

Training and Supervision:

The Community Relations Manager will provide ongoing supervision. On a project-specific basis, this intern will work closely with the executive director. As necessary, training will be provided for the following tools: Salesforce, Wordpress, Constant Contact, Google Suite.

The ideal candidate will:

Have strong organizational, verbal, written, and interpersonal skills. Be resourceful and tech-savvy. Ability to work in a communal environment, willing to learn.

To Apply:

Please send a resume and cover letter to Andrea Locke (alocke@citysprouts.org). Put the words "Development & Events Intern" in the subject line.