



Title of Internship Position:

Events and Marketing Intern

Organization Name & Description:

Fernwood Botanical Garden and Nature Preserve

Fernwood's mission is to enrich people's lives by awakening and deepening their appreciation of nature and the possibilities of harmony between people, plants, gardens, and wildlife.

Location of Internship:

13988 Range Line Road
Niles MI 49120

Site Supervisor Contact Information:

Elaine Rowland
Development Coordinator
13988 Range Line Road
Niles MI 49120

269.695.6491 ext. 211
ERowland@fernwoodbotanical.org

Hours per week:

20 (could include some nights and weekends)

Start Date:

June 1 (flexible)

End Date:

September 4 (flexible)

Compensation:

\$10.00/hour



Primary Responsibilities:

Event Planning – Work with Fernwood staff to plan and execute quality Fernwood events and programming

Press Releases - Work with a Fernwood staff member on weekly press releases, create specific press releases for special events as needed.

Social Media – Assist in maintaining Fernwood’s social media accounts, engaging followers and keeping them up to date.

Secondary Responsibilities:

Data Entry – Work with Development and Membership Coordinators on data entry tasks in Altru

Posting Events and Promotion – Post Fernwood events on community calendars and writing articles for publications as requested

Day Trips – Assist in the logistics, planning, and execution of Fernwood coordinated day trips

Project(s):

While there is not a specific outcome attached to any particular project, there is an overall expectation of seeing a project and/or event through in good fashion and to completion.

Qualifications / Skills:

- Intermediate Computer knowledge
- Customer Service experience
- Desire to learn new things
- Must be flexible as projects and priorities shift
- Be willing to work on a team as well as independently
- Be prepared to work in a fun, fast-paced environment
- Availability to work some nights and weekends

Internship Application Process:

- Online at fernwoodbotanical.org under Employment