



# groundwork Event and Volunteer Intern

**Reports to:** Event and Volunteer Coordinator - Miriam Owsley

**Status:** Part-Time Contractor, approximately 210 hours over 21 weeks

**Compensation:** \$2,500 stipend

**Effective Date:** July 2018 - November 2018

## Description and Responsibilities

The Event and Volunteer Intern works within the Development team to facilitate Groundwork's presence at public outreach events and coordinate volunteers for events hosted by Groundwork. The Event and Volunteer Intern plays a vital role in the success of Harvest at the Commons, Groundwork's annual farm to table fundraiser.

### Community Outreach 30%

- Assist the Event and Volunteer Coordinator in registering, preparing for, and attending outreach events
- Act as a Groundwork ambassador by raising awareness of Groundwork programs at outreach events
- Recruit new members and support staff at outreach and program-related events

### Volunteer Coordination 30%

- Work with Event and Volunteer Coordinator to manage volunteer opportunities and relationships
- Coordinate volunteers for Harvest at the Commons (October 13, 2018), including recruitment, communication, orientation, day of event coordination, follow up and gratitude strategy

### Event Assistance 30%

- Assist the Event and Volunteer Coordinator in planning and executing Harvest at the Commons
- Procure donations from local businesses for silent auction items

### Development Assistance 10%

- Work with the Annual Giving Specialist to complete Annual Campaign related tasks, including donor recognition and data entry

## General Expectations:

Groundwork interns are expected to demonstrate a/an:

- Strong commitment to Groundwork's mission and programs;
- Proven ability to organize priorities, with keen attention to detail and deadlines;
- Self-directed working approach and initiative;
- Strong interpersonal communication and teamwork skills;
- And, a sense of humor and positive outlook.

## Application Process

Applicants with experience in public outreach, community engagement, and relationship-building preferred. The deadline for application is by **May 11, 2018**. Applications will be reviewed on a rolling basis, and successful applicants will be contacted by May 18 for interviews. To apply, applicants must fill out [this application form](#). Questions may be forwarded to Miriam Owsley, [Miriam@groundworkcenter.org](mailto:Miriam@groundworkcenter.org)

**No phone calls, please.**