



Position: Administrative Internship

About ONSC: Ozark Natural Science Center (ONSC) is a private, non-profit residential environmental education. Our main campus and rental facility is located adjacent to the state-owned Bear Hollow Natural Area. With 8 miles of hiking trails, an event center, lodges, education building, and dining hall, ONSC provides quality residential science programming to the surrounding communities and states.

Our Lake Fayetteville site includes 2 classrooms, a dock and boat access to the lake, and a network of paved and unpaved trails around Lake Fayetteville. While the Razorback Greenway and mountain biking nature trail are open to the public, the facilities and trails at the ONSC at Lake Fayetteville Study Center are only available for scheduled groups and programs.

Our Kessler Mountain Outdoor Classroom and Nature Center includes a ½-mile interpretive loop trail, native plant and rain garden, and a 1,500-square foot indoor nature center. The interpretive trail is open to the public sunrise to sunset daily. The nature center is available to schools and community groups through scheduled programs.

ONSC's primary focus is field science programs for public and private schools, as well as camps. All revenue obtained in other endeavors (including public workshops and events, as well as facility rentals) support our primary focus to provide science and nature programs. ONSC's teaching philosophy is hands-on and experiential, allowing for a broader and deeper understanding of the natural environment.

Summary:

Ozark Natural Science Center (ONSC) is seeking an Administrative Intern to assist ONSC staff with various administrative projects and tasks which will support ONSC's mission to enhance the understanding, appreciation and stewardship of the Ozark natural environment.

Primary Projects/Responsibilities May Include:

Fundraising

- Assist Executive Director with updates to the fundraising database
- Assist with grant research and writing
- Participate in creation of the short, mid, and long-term fundraising plan
- Assist with fundraising event/s (Bear Hollow Hootenanny in fall; Call of the Wild in spring) including contacting potential sponsors, seeking donations, and working with ONSC's Board of Directors Fundraising Committee

Marketing

- Assist ONSC staff and the Board of Directors Marketing Committee with the creation of new and updated marketing materials, including program materials, fundraising resources, and marketing research projects

Diversity and Inclusion Project

- Gather data and assist with preparations for ONSC's annual Family Day in an effort to make Family Day a more inclusive event

History Project

- Assist Executive Director and volunteers to gather and compile ONSC history in the form of oral stories, videos, written stories, and research.

Administrative Tasks

- Assist Executive Director and Office Manager with data entry, filing, copying, shredding, and other administrative duties.

Skills Required and Gained:

- Skills required for this internship: proficiency in writing and editing; excellent communication skills; ability to work alone as well as on a team
- Skills gained from this internship may include, but are not limited to: fundraising and budgeting, writing and research, autonomy, teamwork, an understanding of environmental education issues and context of ONSC's work

Work Environment:

The Administrative Intern may work remotely or on-site if needed. Remote work is almost always possible, and encouraged during this semester. The Administrative Intern reports to and is evaluated by the Executive Director. The intern is expected to track their own hours and arrange updates and meetings with the Executive Director at least once per week.

Scheduling:

The Administrative Intern has a flexible schedule, with the weekly time commitment not to exceed 10 hours per week.

EEO Statement:

ONSC celebrates diversity and is an equal opportunity employer. We seek employees, volunteers, and interns from a wide variety of backgrounds. All applicants will receive consideration without regard to race, color, religion, gender, gender identity and/or expression, sexual orientation, national origin, genetics, disability, age, veteran status, education, culture, or any other federal, state or local protected class.

Apply for the Internship:

Please apply by submitting your cover letter (indicating your preferred project areas and why you want to intern with ONSC) and resume with references to Rose Brown, Executive Director rose.brown@onsc.us