



Special Event Intern

CURRENTLY ACCEPTING APPLICATIONS

About the San Diego River Park Foundation Internship Program:

Founded in 2001, we are a nonprofit, environmental organization dedicated to the restoration of the San Diego River and creation of the San Diego River Park System. More info at www.sandiegoriver.org.

We seek outgoing and hardworking interns, who are passionate about environmental conservation and community building. Internships at the San Diego River Park Foundation are highly collaborative and feature on-the-job learning for students interested in nonprofits and local environmental issues. These positions are unpaid volunteer opportunities.

Description of Position:

The Special Event Intern will be responsible for assisting the Volunteer Coordinator in the planning and execution of our annual River Days events. San Diego River Days is our annual celebration of the San Diego River, its watershed, and our community. Every year, the San Diego River Park Foundation and our partners gather thousands of people for volunteerism, hiking, workshops, kids' activities, public art projects, bike rides, and more. This intern will also help with large public events related to grants that the San Diego River Park Foundation has received.

COVID-19:

Field programs at SDRPF are currently operating with COVID-19 safety protocols in place. The Intern will be expected to learn and implement these protocols. All additional internship work will be completed at home. As the situation changes, we anticipate that field work may be expanded and office work may become possible. If this happens, SDRPF staff will modify procedures as needed to ensure participant safety.

Description of Duties:

- Assist with event planning, including planning activities, creating schedules, and generating supply lists.
- Manage the event website, including writing and posting content and updating information.
- Manage event registration, including working with digital registration tools, monitoring sign-up numbers, and communicating with registrants.
- Work with, support, and supervise special event volunteers.
- Support promotions efforts, including posting events to online calendars, creating promotional materials, sharing information with partners, and more.
- Interns are required to attend an in-person event from a different department once a month.
- Other duties as assigned.

Time Commitment:

6 - 24 hours per week. Predominantly working from home with some site visits.

Location:

This position works mostly remotely but also in-person at various locations in San Diego. Some time in our office (located in Western Mission Valley) may be necessary.

Qualifications:

- Interns are REQUIRED to be currently enrolled in school or a similar institution.
- Strong organizational and time management skills.
- Strong written and verbal skills, clear and outgoing communicator.
- Professional demeanor, positive and friendly personality.
- Flexible and adaptable.
- Interest in youth volunteerism or education.
- Must have reliable transportation.
- Microsoft Office skills, especially Word and Excel.
- Must be at least 18 years of age.
- Skills with graphic software (such as Adobe Illustrator or InDesign) or WordPress is a plus, but not required.
- A passion for the environment and the mission of the San Diego River Park Foundation a must!

Benefits:

- Help to create a better and healthier future for the San Diego River.
- Be a part of an amazing team of passionate staff and volunteers dedicated to the protection of the San Diego River.
- Help make the San Diego region more environmentally aware and engaged!
- Gain experience working in a well-established, successful environmental non-profit.
- Support the ecological restoration of the San Diego River.
- Class credit, if offered by your learning institution.
- Gain experience in leadership and project management.
- Gain experience in database management.
- Event planning and marketing experience.
- Build your coordination and logistics skills.
- Help create unique and exciting educational events.
- Access to professional role models and their networks.
- One-on-one mentorship and training.
- Build up your resume!

To apply:

Please email the following materials together in one email:

1. A resume (maximum of two pages).
2. A cover letter explaining your experience and interest in the position.

Please send all application materials to the Volunteer Coordinator at volunteer@sandiegoriver.org. In your email, state if you plan on applying for multiple SDRPF internships, and which other positions you will be applying for. If you have any questions regarding the application process or the internship, please email the above address or call 619-297-7380.