



Keeping Watch Over Our Waters Since 1994

Community Outreach Intern

Chattahoochee Riverkeeper's (CRK) mission is to advocate and secure the protection and stewardship of the Chattahoochee River, its tributaries and watershed, in order to restore and preserve their ecological health for the people and wildlife that depend on the river system.

The ***community outreach intern*** will work creatively with CRK's Development team to cultivate relationships with businesses, individuals, and other relevant organizations in the Chattahoochee River basin. This position will represent CRK at outreach activities in an effort to increase community awareness and membership. Additionally, the community outreach intern will help plan and manage CRK's fundraising events.

Interns will receive valuable real world and professional experience, networking opportunities with partners and sponsors, and will be an essential asset to CRK's vital work.

Interns must work a minimum 10 hours per week for the duration of the internship period; scheduling of these hours will be decided between intern and supervisor. Intern is expected to arrive on time and work the hours set forth at the start of the internship. The Development Director will provide a letter of completion to be used for future business references at the end of the internship period.

Required qualifications:

- Strong communication skills, including writing, proof reading and speaking
- Proficient in Office applications
- Experience with social media such as Facebook, Instagram and Twitter
- Strong organizational skills
- Self-starter
- Friendly, enthusiastic and positive attitude

- Detail-oriented with the ability to multi-task
- Prior experience in events is preferred

CRK will give preference to interns who are passionate about our mission and are capable of aiding the Development Department in activities necessary to achieve our goals. CRK is a small nonprofit organization that works collectively to protect and advocate for clean water.

Main Duties:

- Assist with researching outreach opportunities including community events, workshops, appearances and other communication opportunities
- Investigate potential partnerships in the community including faith organizations, universities, businesses, etc.
- Attend tabling events and other fundraising events as needed
- Assist CRK staff with preparing tabling materials for outreach events
- Assist with creating content relevant to community partnerships
- Convey the mission of CRK to the community
- Assist CRK staff with preparing for and managing fundraising events, including procuring and organizing silent auction items

Required Application Materials:

- Resume and Cover Letter
- 2 References
- 2 Writing Samples

Submit All Materials To:

Name: Kyndall Thiessen

Email: kthiessen@chattahoochee.org

In Subject Line: "Name", "internship applying for," "semester and year"

Example: Jane Smith, Office Management Intern Application, Spring 2019

OR MAIL TO:

Chattahoochee Riverkeeper

ATTN: Kyndall Thiessen

916 Joseph E. Lowery Blvd NW, Suite 3

Atlanta, GA 30318