



# Non-Profit Administration Internship

The Nature Connection's mission is to improve the wellbeing of individuals and communities through the therapeutic use of nature. We travel throughout Middlesex County and the Greater Boston area to deliver nature-based programming to people with limited access to the outdoors: youth in therapeutic schools and/or group homes, people with disabilities, and elders in memory care units with dementia/Alzheimer's. Through regular programs combining seasonal natural materials, live animals, and hands-on activities, we connect individuals with nature's capacity to heal, teach, and create joy.

As a Non-Profit Administration Intern, you will have the unique and exciting opportunity to participate in the critical behind-the-scenes function of general administration for a small non-profit. Interns will gain invaluable knowledge and experience related to philanthropy, event management, strategic thinking/planning, marketing & communications, and outreach.

## **Duties & Responsibilities:**

- Interact with staff, volunteers, and supporters
- Assist with donor relations: send donor thank you letters and keep donor management system up to date
- Assist in development: researching potential grants, assisting in grant writing/editing & tracking
- Assist with community outreach content: social media post creation & engagement, email marketing
- Provide upcoming event assistance
- Complete other assignments as required

## **Key Skills & Requirements:**

- Preferred candidates should be enrolled in, or have recently completed one or more years of college courses in an undergraduate program of studies in communications, business, writing, biology or a related field.
- Excellent interpersonal and written communication skills.
- Ability for independent judgment and decision-making.
- Creativity, passion, and humor while also being flexible under pressure.
- Tech-savvy. Any experience with Adobe Creative Suite (particularly Photoshop or InDesign), WordPress, donor management or email marketing software is a plus.
- Ability to work productively and efficiently, independently and as part of a team.
- Team Player – The Nature Connection values diversity of opinion, background, and ability in our program participants as well as staff, volunteers, board, friends and supporters.

Please send a resume and cover letter explaining your interest in The Nature Connection and how it relates to your overall career goals. Applications are accepted on a rolling basis until all positions are filled. Contact: Taylor Eagan at [teagan@nature-connection.org](mailto:teagan@nature-connection.org).