

Bob Jones Nature Center Summer 2017 Internship Opportunities

It's often said that experience is life's best teacher, and as a BJNC Intern, you'll get exactly that – a challenging, hands-on public sector experience, with exposure to different areas of our business – from marketing and public relations to development and educating. Because learning from your experience is so important, you can join BJNC's Internship Program and earn college credits as early as your sophomore year. 3-4 month positions are part-time with variable hours (min. of 10 weeks). Working as a valuable member of the team, you'll gain an understanding of how the non-profit business works, what it takes to excel and whether you'd like to further a career protecting our natural resources.

Bob Jones Nature Center (BJNC) Non-Paid Internships consist of well-defined projects with clear objectives and deliverables that will allow you to work with a number of interesting and stimulating projects that have a real environmental impact. You will gain valuable experience and skills to equip you for your future working career.

We are seeking to work with colleges and universities through internship, service-learning, and/or work-study opportunities for students in the following areas and more:

Title: Environmental Education Specialist Intern

The Environmental Education Specialist Intern is a steward for the Bob Jones Nature Center (BJNC) and is responsible for implementing the BJNC strategy for maintaining, researching, and preserving the Nature Center and Preserve as a natural landscape serving the public. Overall responsibility for managing outdoor education, flora and fauna aspects of the nature preserve, habitat improvement and hands on instruction. Provide visitor services, such as explaining regulations, and providing information about the Nature Center and surrounding areas. Serve as the "Naturalist greeter" or subject matter expert for the Center. Prepare and present illustrated lectures and interpretive talks about the Preserve's features. Lead trail lessons and facilitate programs/activities such as: Lake Ecology, Astrology/ Star Lab, Geology, Prairie Ecology, Orienteering, Outdoor Living Skills, and Conservation Projects.

Title: Special Events Planning Intern

With the Executive Director works to meet fundraising goals by identifying and cultivating major donors and sponsors for Special Events. Develops and monitors timelines, production schedules, run-of-show, logistics and support for Special Events and/or Fundraisers. Organizes and facilitates Special Events and/or Fundraising campaigns. Provides direction, framework, and resources to Board of Directors; while utilizing their expertise, abilities, and willingness to leverage their networks to drive fundraising goals. Secures revenue and gifts in-kind, through excellent written and verbal communication and in-person visits with current or potential donors or sponsors.

Title: Development Intern

The Development Intern raises funds to support educational programming and projects outlined in our Master Plan. This intern will research and identify government grants, private and corporate funding opportunities available. Evaluate application criteria and time lines, and ensure deliverables are in line with BJNC educational, environmental and conservation efforts. Develop applicable grant application content and assembles all pertinent material for final submission. Excellent written and verbal communication skills.

Title: Public Relations Intern

Assists in the planning, monitoring and evaluation of public relations functions for the Bob Jones Nature Center; ensures that Nature Center establishes and maintains a favorable and positive image in the community; serves as liaison to select media outlets. Assists in the creation of a communications strategy for the Nature Center to ensure that the Bob Jones Nature Center's desired message is effectively delivered to its audiences. Post content for feeds and snippets in various social media sites; conducts keyword research including cataloging and indexing target keyword phrases and optimizing tags on our feeds, sharing sites such as YouTube, Flickr, Facebook, Twitter, Wikis, blogs and forums, and search engines through copywriting, creative & keyword optimization. Post BJNC programs and activities on community boards and local publications. Perform community outreach events to increase BJNC awareness.

Title: Volunteer Coordinator Intern (Seasonal)

The Volunteer Coordinator Intern is a part-time paid internship position. The Coordinator is responsible for the recruitment, training and tracking of volunteers for the Bob Jones Nature Center (BJNC). This seasonal position is responsible for managing the volunteer aspect of BJNC database. This individual will work with BJNC team and supporters to create opportunities, events and marketing campaigns to ensure the successful growth of long-term volunteer engagement with BJNC. He/she will conduct tours of the facility and present general information about the Nature Center's history and programs. Interaction with civic and community groups to promote BJNC volunteer opportunities and possible collaboration on service projects, are important aspects of the Intern's role. Additional responsibilities include preparing statistics and reports of volunteer activity, reviewing volunteer applications and interviewing prospective volunteers, matching volunteers with interests and facilitating volunteer orientations.

The ideal candidate is a natural leader, with a keen interest in environmental conservation, strong communication skills and a desire to succeed. We're looking for people with the intellectual, analytical and creative ability to learn quickly, identify issues and propose innovative solutions. We want driven achievers full of curiosity, self-confidence and organizational skills. We're searching for strong communicators who work well within a team, respect others and encourage and support colleagues.

If interested in any of the above internship opportunities please submit a resume and BJNC application found on our website.

For questions about internship opportunities email admin@bjnc.org