

## Audubon Naturalist Society

8940 Jones Mill Road, Chevy Chase, MD 20815

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[www.anshome.org](http://www.anshome.org)



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**Supervisor:** Allie Henn, [allie.henn@anshome.org](mailto:allie.henn@anshome.org)

### **Company Description:**

Welcome to the Audubon Naturalist Society, the oldest independent environmental organization in the Washington, DC region. A pioneer in linking conservation activities with environmental education, ANS:

- Reaches more than 9,000 children each calendar year through its nature preschool and family, scout, school, and camp programs
- Offers adults a rich variety of natural history classes, local outings, and national and international travel experiences
- Works with a network of civic and environmental groups on conservation issues, such as transportation, watershed and rural lands protection, and climate change
- Has two nature sanctuaries: Woodend (Chevy Chase, MD), and Rust (Leesburg, VA) Rust Sanctuary is a partnership between the Audubon Naturalist Society and NOVA Parks
- Hosts numerous special events, including author and speaker events, member meetings, and the Bloomin' Birdathon
- Publishes the Naturalist Quarterly four times a year and broadcasts the Audubon eNEWS monthly
- Operates a Naturalist Shop at Woodend Sanctuary in Chevy Chase, MD, with a great selection of birdseed, bird feeders & houses, natural history and environmental books, binoculars, spotting scopes, gifts, jewelry, note cards, coffee, and children's items

### **Internship Position Title and Description:**

Special Events Intern

This is a nonpaid position. Audubon Naturalist Society (ANS) seeks a dynamic, self-starter to assist with event/conference planning efforts. This is an outstanding opportunity for an individual interested in learning more about event planning and nonprofit fundraising. The internship offers practical, hands-on experience and the opportunity to gain new skills.

The Special Events Intern will work 15-20 hours per week on a flexible schedule in both the rentals and fundraising departments. ANS Internships are accepted on an ongoing basis and typically last four to six months. Position reports to the Manager of Rental Events and Development Assistant.

Responsibilities:

- Assist in all aspects of donor cultivation and fundraising events
- Conduct detailed online research to support fundraising and in-kind donations
- Assist in designing event promotion materials (depending on experience)
- Assist with registration, setup and breakdown during events (may require some evenings)
- Ensure special events content on the ANS website and social media sites are updated

- Assist with invitation mailings, donor acknowledgements and guest follow-up
- Perform other Fundraising & Development duties as assigned

**Qualifications:**

- Completed or working toward a college degree, preferably with an interest in non-profit development and/or event planning
- Previous internship or related experience in event planning is a plus
- Must be computer literate, including Internet research experience
- Professional demeanor and outstanding phone etiquette
- Ability to communicate in a professional manner with donors and clients
- Self-motivated, strong organizational and interpersonal skills, detail-oriented, ability to multitask, prioritize, and meet deadlines
- Enthusiasm for the mission of Audubon Naturalist Society

Requested Start Date: 3/19/2018

Hours per Week: 15