



BLANDFORD | nature
center

Volunteer & Outreach Intern Position Description

Organization

Blandford Nature Center is a community-based 501 (c)(3) nonprofit organization working to invigorate relationships with nature that lead individuals to transform their community and create a healthy, sustainable world. Our mission is to educate, engage, and empower our community to become stewards of the natural world that sustains us.

Internship Summary

The Volunteer & Outreach Intern is responsible for assisting with day-to-day outreach and volunteer program tasks. The Volunteer & Outreach Intern position will deal primarily with Blandford Nature Center's marketing needs, public relations, event and program promotion, and special project work.

Supervisor

Katelyn Nettler, Volunteer & Outreach Manager

Duties & Responsibilities

Outreach and Marketing

- Promote programs, events, and volunteer opportunities in accordance to Blandford Nature Center's brand
- Assist in scheduling and writing press releases and mass communications through Constant Contact
- Write and compile material to be used in blog posts and print newsletters
- Develop and implement social media plans to utilize Blandford Nature Center's Facebook, Twitter, and Instagram platforms in event/program promotion
- Other outreach duties as assigned

Volunteer

- Assist with data entry of new volunteers into our donor & volunteer data base
- Provide additional administrative support to the volunteer program
- Other volunteer duties as assigned

Required Qualifications

- At least two (2) years of college-level course work with a 3.0 GPA. Primary study areas could include public relations, communications, marketing, or graphic design
- Previous experience in design and marketing/advertising
- Excellent communication skills, interpersonal skills and unparalleled attention to detail is required
- Exceptional reliability and ability to work independently and flexibly to meet deadlines
- Excellent computer skills required, including Microsoft Office and Google Documents Suit



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- Ability to work effectively with all Blandford Nature Center staff and volunteers
- Criminal history background check will be required

Preferred Qualifications:

- Experience with design software such as InDesign, Illustrator, PhotoShop, Canva, etc.
- Experience working with community members from diverse backgrounds and cultures

The attitudes and personal characteristics demonstrated in this position are:

- Self-motivated, problem solver with the ability to work both independently and as part of a team in a fast-paced and sometimes chaotic nonprofit environment
- Make decisions requiring good judgment in the absence of specific directions
- Detailed-oriented, meticulous, and organized
- Technology savvy and able to learn new computer programs
- Projecting a positive and professional image within and outside the organization
- Builds and maintains positive working relationships with staff and volunteers

Compensation

This internship is unpaid. Education credit available.

Time Commitment

20-30 hours per week for 1 semester. The work schedule is weekdays between 9:00am-5:00pm based upon availability, with flexible start and end dates. Duration of internship is also flexible upon intern progress and supervisor approval.

To Apply

Please send a resume, cover letter & [volunteer application](#) to:

Blandford Nature Center
Attn: Katelyn Nettler, Volunteer & Outreach Manager
1715 Hillburn Ave NW
Grand Rapids, MI 49504

-or-

Katelyn Nettler
Subject: Volunteer & Outreach Internship Resume & Cover Letter
volunteer@blandfordnaturecenter.org