



## **Friends of Grand Rapids Parks**

### **Outreach Internship**

Summer 2021

The Outreach Intern will lead the resident and community engagement efforts surrounding Friends' volunteer projects. This intern will regularly interact with businesses, non-profits and neighbors to advance Friends' mission and involve all parties.

This is an exploratory internship with the ability to combine the interests of the student and the needs of the organization.

#### **Responsibilities Will Include:**

- Assist with administrative duties associated with specialized community organizing projects
- Update, print and distribute flyers
- Maintain accurate, detailed database of and build relationships with community organizations
- Attend partner events and host a table for information and merch sales, where appropriate
- Assist with service projects organized in Grand Rapids' parks and green spaces and tree planting and maintenance
- Maintain current and accurate information for Friends of GR Parks volunteers
- Other duties as assigned

#### **Qualifications:**

- Good Interpersonal skills
- Ability to work in fast-paced environment
- Ability to complete assignments independently
- Ability to work well in a team environment
- Ability to lift up 25 lbs
- Must be willing to work outdoors and get dirty
- Ability to work outside in a variety of weather conditions

#### **The Benefits and Fun of Working at Friends:**

- Learn and grow in a diverse environment
- Make a positive impact in various areas of the community
- Learn standard non-profit operation procedures
- Network with and learn from partners in the environmental and non-profit fields
- Opportunity to become a certified Neighborhood Forester
- Meetings that are a walk in the park - literally!
- Coffee shop just down the hall

- Super fun place to work and a stocked snack stash

**Schedule and Compensation:**

- 10-15 hours/week, flexible weekday schedule
- Some weekends and evenings required
- \$500 stipend is available for internship

**To apply, please email your resume and a thoughtful cover letter outlining your skills, experience, and interest in the position to [claire@friendsofgrparks.org](mailto:claire@friendsofgrparks.org).**

Friends of Grand Rapids Parks is an independent, nonprofit enterprise that works closely alongside the City of Grand Rapids to empower people to cultivate vibrant parks, green spaces and trees in our community. It is our vision to support thriving parks and sustainable urban forest that actively support our community's economic, environmental, and cultural health.