



Organization Description

Olivewood Gardens and Learning Center is a garden and nutrition education center that uses hands-on cooking, gardening, and science education to teach students and families about nutrition and environmental stewardship. We provide classes, field trips, and community events to children and adults from National City and around San Diego County. Our purpose is to connect children and families to the source of our food and to encourage adventurous and healthy eating.

To apply

Email your resume and cover letter to Cristina Juarez, Coordinator of Volunteers and Outreach at Cristina@olivewoodgardens.org

Applicants in public relations, marketing, hospitality, communications, are preferred, but the position is open to all majors. Spanish language proficiency ideal, but not required.

Special Events Internship

Internship Description

The Special Events and Marketing Intern will work with the Olivewood Staff to plan, organize and deliver the annual Seedling Soirée fundraiser on May 5th, 2018. The intern will be an essential part of the preparation and promotion of the Seedling Soirée as well as research and outreach to potential attendees, partners, sponsors, vendors, and volunteers.

Objectives

The intern will:

- > Be part of the Seedling Soirée committee
- > Gain first-hand experience in event planning, coordination and execution
- > Learn to develop and follow a budget for an event
- > Improve their communication and promotion skills
- > Work in a professional nonprofit office and gain insight into daily operations
- > Network with community members, professionals, and businesses
- > Conduct research on potential donors, strategic partners, markets, and industries
- > Prepare reports and presentations for internal and external use
- > Draft correspondence, reports, proposals and donor appeals.

Duties will include:

- > Attend monthly Seedling Soirée committee meetings and engage in the decision making process
- > Take notes during the committee meetings
- > Provide logistical support for major annual fundraising farm to table gala, including: organizing materials, data-entering information, researching vendors, managing small groups of volunteers, shopping for supplies, posting to social media, creating schedules/timelines, and more
- > Help identify and market to prospective guests
- > Contact attendees, vendors, potential volunteers, and partners on behalf of Olivewood Gardens and Learning Center (in person and by phone or email)
- > Assist with or manage on-going projects (example: create distribution lists for promotional materials)

Commitment:

The Special Events Intern will commit to approximately 15 hours a week from January to May 2018.

Qualifications:

We are seeking an energetic individual with an interest in nonprofit operations; a fastidious attention to detail; and a vibrant appreciation for the life lessons learned around the table and in the garden. The ideal candidate is:

- > Community service minded
- > A very strong writer with good oral communication skills
- > Computer proficient (Microsoft Office, social media platforms, and Google apps)
- > Flexible and self-motivated, with an ability to meet deadlines
- > Creative and enjoys problem-solving
- > Eager to learn and have fun!