



EVENTS AND OUTREACH INTERN

Mountains to Sound Greenway Trust

Terms of Position: Available Immediately

Position Description: The Mountains to Sound Greenway is the spectacular landscape that connects Seattle and Central Washington, surrounding Interstate 90. The Events and Outreach Intern is a multi-faceted position within the Mountains to Sound Greenway Trust. This position will be responsible for supporting Greenway Trust outreach activities and events, as well as providing administrative support to the Trust in Communications and Development.

A major component of this position includes supporting *Mountains to Sound Greenway Summer Greenway Summer* is a summer-long celebration filled with community festivals and events located throughout the Greenway. This person will work with Greenway Trust staff, public agencies, corporations, and groups to recruit, manage and grow an essential core group of volunteers to support the festival and its mission. This position will also help with event planning, coordination of booths and volunteers at select *Greenway Summer* community events, and volunteer trainings.

This position will also help with a variety of special projects in the Communications and Development areas of the Greenway Trust.

This position is ideal for an outgoing, energetic, organized, accurate individual with experience working with the public and a passion for the outdoors, event coordination and public outreach.

Responsibilities for Mountains to Sound Greenway Summer:

- Recruitment: Work with Greenway Trust staff to recruit, train and retain volunteers
- Communications: Develop relationships with and educate volunteers about the Greenway, available volunteer opportunities during Greenway Summer, and other relevant information
- Coordination: Manage festival volunteer registrations, track volunteer tasks and hours, and distribute detailed shift information prior to the event
- Distribute information materials and t-shirts to all volunteers
- Recognition: Write thank-you letters and send out personalized notes and other recognition
- Other event coordination tasks as requested

Communications and Development Responsibilities:

- Proof read, help edit, and produce communications and fundraising materials, both in print and online, as needed
- Support fundraising of the organization, including research and tracking
- Assist in the coordination of Communications and Development activities and outreach events

Administrative Responsibilities:

- Act as front office greeter
- Data Entry: help with day-to-day data entry
- File materials as needed
- Other duties as assigned

Desired Qualifications:

- Working towards or recipient of an Associate's or Bachelor's degree preferred
- Outstanding organizational skills and attention to detail
- An interest in conservation
- Proven personal initiative and ability to handle multiple tasks and projects in a fast-paced environment, to prioritize, use good judgment, and problem solve
- Strong written communication skills
- Outgoing and motivated personality
- Prior experience with public outreach and event coordination a plus
- Willingness and physical ability to do some light manual lifting (boxes, other promotional supplies)
- Professional demeanor
- Demonstrated experience as a team player
- Experience working with volunteers a plus
- Good computer skills (experience with graphic design programs a plus)
- Reliable computer and Internet access outside the Greenway office
- Reliable transportation
- A desire and ability to learn new skills quickly

Compensation: The volunteer position offers an outstanding opportunity to work on a regionally significant project; acquire contacts with numerous agencies, non-profits, private companies and media; and gain both practical experience in and a better understanding of the field of conservation. The position is unpaid, although supplementary resources such as a bus pass may be available depending on length of commitment.

Work Schedule: Flexible, between 10-40 hours/week. End date is negotiable (until at least July 1, 2012).

Work Location: Main location is Greenway office in downtown Seattle. Some work can be at independent worksites, depending on individual preference.

How to Apply: Please email a cover letter and resume explaining the interests and capabilities that qualify you for this position, as well as your timeline for this work. Send your materials to Stephanie Dunlap, Greenway Summer Coordinator, at stephanie.dunlap@mtsgreenway.org.

About The Mountains to Sound Greenway:

The Mountains to Sound Greenway connects natural areas, trails, working farms and forests, historic towns and communities, wildlife habitat and recreation opportunities from Seattle across the Cascade Mountains to Central Washington. The Greenway provides easy access to recreation and nature for millions of people in the Northwest, key to the quality of life in this region.

The Mountains to Sound Greenway Trust leads and inspires action to conserve and enhance this landscape, ensuring a long-term balance between people and nature. Founded in 1991, the Greenway Trust works to promote public land acquisitions, connect a continuous regional trail system, teach people of all ages about the importance of conserving forests and wildlife, improve recreation access, create new parks and trails, and mobilize thousands of volunteers.

For More Information: mtsgreenway.org

The Greenway is committed to hiring a skilled, dedicated and diverse work force.