

Job Title:	Event Planning Fellowship	Position Type:	Internship (Unpaid)
Location:	Bryan/College Station, TX	Travel Required:	Travel Required
Hours Per Week	10-15	Position Term	Spring, Summer, or Fall Semester
Primary Contact:	Corey Batson, Lindsey Silva	Date Posted:	January 1 st 2017
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	December 31 st 2017
External Posting URL:	http://www.theurbaninterface.com/help-out/		
Applications Accepted By:			
ONLINE OR EMAIL: volunteer@theurbaninterface.com Subject Line: Event Planning Internship			
Job Description			
ROLE AND RESPONSIBILITIES <p>A local wildlife educational organization specializing in environmental education and raptor handling is seeking a highly reliable event planning intern to assist with outreach, program booking and event planning. We are looking for an individual who loves working with people and animals, has experience in event planning, team building, and has interest in wildlife education and outreach. Our organization focuses primarily on educational outreach and connecting people with nature. We are looking for someone who can assist our team in booking old and new clients while helping ensure each event exceeds expectations.</p> <p>The Event Planning fellow will:</p> <ul style="list-style-type: none"> • Work with the Outreach Director to book and prepare educational opportunities and programs • Assist the Executive Director in planning specific event or program details alongside other staff and interns • Develop and prepare regular team building opportunities for all members within the organization <p>In addition, this position will regularly assist in the following responsibilities as time permits:</p> <ol style="list-style-type: none"> 1. The training and handling of educational raptors and other wildlife ambassadors 2. Presentation of wildlife at public events 3. Various other tasks as requested by the Directors QUALIFICATIONS AND EDUCATION REQUIREMENTS <p>Must be 18 years or older. Must have a reliable form of transportation Good organizational skills Friendly, outgoing, and hard-working personality</p> PREFERRED QUALIFICATIONS <p>Experience in event planning, management, or volunteer coordination 1+ years in RPTS or similar field</p>			
Reviewed By:	Lindsey Silva	Date:	1/3/2017
Approved By:	Corey Batson	Date:	1/4/2017
Last Updated By:	Corey Batson	Date/Time:	1/4/2017