

## **Keep Brazos Beautiful Internship – Spring 2018**

Keep Brazos Beautiful, Inc. is a non-profit 01(c)3 organization, with a mission to educate and engage Brazos County citizens to keep our community clean, green, and beautiful. As an intern, you will be assisting in staff efforts to accomplish this mission. This is an unpaid internship.

### Duties:

- Assist in coordinating and facilitating KBB events.
- Perform research on educational topics related to various environmental issues.
- Assist the Programs Manager and Programs Assistant with demonstrations and educational lessons in school classrooms.
- Assist in developing science related curriculum and presentations for k-12 age group.
- Assist in maintaining the KBB office; this may include filing, updating social media, answer phones, greeting visitors, supplies organization, inventory, etc.
- Additional duties related to your specific internship emphasis/projects.
- Complete various tasks as delegated by the Programs Manager or Programs Assistant.

### Skills and Qualities Required:

- Flexibility to complete tasks and events as needed (availability on various weekends and weekdays).
- Self-starter attitude towards completing tasks.
- Effective written and verbal communication skills.
- Ability to work well in both group and individual settings.
- Environmental science, horticulture, or botany major preferred but not required.
- Must have at least 20 credit hours of university/junior college level courses.
- Must have own transportation to work and events.

If you are interested in this internship, please email your resume to Hayley Frakes at [hayley@keepbrazosbeautiful.org](mailto:hayley@keepbrazosbeautiful.org).