

## Friends of the U.S. Botanic Garden: Communications and Events Internship

**This 10-week internship with the Friends of the U.S. Botanic Garden is located at the U.S. Botanic Garden (USBG) in Washington, D.C. This is a communications and event planning position that works directly with the Director of Programs and Operations. The intern will assist with donor and membership communications, preparations for a summer and fall event, and the daily operations of the nonprofit. The intern will gain professional experience in marketing, event planning, and operations while learning about the work of a public-serving organization.**

### **The Communications and Events Intern will assist with:**

- Managing social media presence for the Friends
- Drafting a monthly e-newsletter
- Event planning and preparations for a summer and a fall event
- Preparing written materials for Friends of USBG - i.e. donor appeals, member thank you messages, etc.
- Other duties as assigned

### **Who is eligible for this internship?**

Applicants must be at least a rising college junior, preferably with an interest or background in communications, event planning, environmental education, or non-profit work. Applicants should possess good organization, communication, creativity, and people skills. Applicants should also be comfortable working in a collaborative team environment.

**Duration:** This position is 10 weeks, with approximately 16 hours/week. The start date is mid-June – exact dates to be determined mutually by the intern and the Friends of the U.S. Botanic Garden. Applicants should understand that this is an onsite position taking place at the U.S. Botanic Garden, and the final offer is contingent on a successful background check.

**Benefits:** Stipend of \$2,720, paid in two installments.

**To Apply:** Applications must be submitted to [friend@nfusbg.org](mailto:friend@nfusbg.org) by **April 15th, 2023**. For questions regarding this internship opportunity, please contact **Katherine Montella** at [katherine@nfusbg.org](mailto:katherine@nfusbg.org).

### **A completed application must include:**

- Application form (below)
- Resume or CV
- A short essay (approximately 500 words) explaining what experiences you will bring to the internship and how you imagine this internship will support your continued education and professional growth.
- Unofficial transcripts

**The Friends of the U.S. Botanic Garden Mission:** The Friends of the U.S. Botanic Garden is a 501(c)(3) nonprofit that promotes and inspires active botanical and environmental stewardship through educational programs that highlight the importance of plants to humankind. We support educational outreach initiatives at the USBG – extraordinary programs and exhibits that delight, educate and inspire visitors. The Friends help coordinate over 200 public programs each year at the USBG, reaching thousands of participants.

**Friends of the U.S. Botanic Garden Internship  
Application Form**

**Name:** \_\_\_\_\_

**Pronouns (optional):** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Permanent Address (if different):** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Alternate phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Major/Area of Study:** \_\_\_\_\_

**Degree (to be) Earned:** \_\_\_\_\_

**Date of graduation:** \_\_\_\_\_

**How did you hear about this Internship?** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_