

POSITION: Marketing and Daily Operations Intern
DEPARTMENT: Friends of Beaver Creek Reserve
REPORTS TO: Office Manager and Outreach/Development Coordinator
DIRECTION EXERCISED: None



POSITION SUMMARY:

This position performs a variety of office duties to support Beaver Creek Reserve in daily operations.

ESSENTIAL FUNCTIONS (Illustrative only):

- Answer phone and welcome guests to nature center
- Provide excellent customer service to members, donors, and families
- Support office manager and outreach and development coordinator in day to day activities
- Maintain a stocked and organized nature store
- Create graphics for social media (Facebook, Twitter, and Instagram)
- Creating/updating marketing materials including brochures, fliers, banners, signs, postcards etc.
- Writing marketing focused blog articles
- Sending and tracking donation and sponsorship requests
- Creating PowerPoint presentations and video slideshows for virtual events
- Event planning support (dependent on ability to hold events based on COVID-19)
- Passion for mission of “Connecting People with Nature”
- Other duties as assigned.

WORK ENVIRONMENT:

- Work is largely in an office setting with occasionally walking and standing
- Based on COVID-19 regulations, work may be from home on occasion

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to handle multiple tasks simultaneously
- Ability to work in a self-sufficient and self-directed fashion
- Ability to perform detailed work within time limits
- Ability to communicate effectively both written and oral

REQUIRED QUALIFICATIONS:

- Must have effective communication skills and people skills
- Have reliable transportation

HOURS AND WAGE:

- \$9 per hour
- Approximately 15 hours a week, expect to work up to 2 weekends a month

BENEFITS:

- Free membership (includes trail access & butterfly house)
- Program discounts
- Great work environment with enthusiastic coworkers

NOTE: *Appointment will be conditional upon successful completion of a criminal background check.*

TO APPLY:

Please submit your resume and cover letter to outreach@beavercreekreserve.org or mail to
Beaver Creek Reserve
Attention: Kristen Giefer
S1 County Rd K
Fall Creek, WI 54742