Position: Trees Atlanta Special Events Intern  
Start Date: February 1, 2016  
End Date: May 19, 2016  
Apply by: January 15, 2016  
Compensation: Unpaid Internship

Trees Atlanta is a nationally recognized citizens' group that protects and improves Atlanta’s urban forest by planting, conserving, and educating. Founded in 1985, Trees Atlanta was originally tasked with improving the tree canopy of downtown Atlanta. Since then, Trees Atlanta has expanded to include communities all across Atlanta, and 100,000 trees later, the mission continues to evolve.

Trees Atlanta’s Special Events Internship is an opportunity for a college student or recent graduate to gain experience working with an environmental nonprofit organization. As a Special Events Intern, you will be exposed to best business practices at an innovative nonprofit and gain an understanding of the community needs that exist in Atlanta. Trees Atlanta is a friendly working environment and you will be provided support from our administrative staff.

The Special Events Intern will play a key role in supporting our largest annual fundraising event as well as a special capital campaign event. This person will work closely with the communication, marketing, events and sponsorship teams to:
   • assist with events set-up, on-site execution, wrap-up and evaluation process  
   • manage and implement a plan for securing and organizing silent auction items  
   • assist with donor acknowledgement and guest follow-up

Trees Atlanta seeks a dynamic, self-starter to assist with event planning efforts. We are seeking someone who is:
   • passionate about our mission  
   • interested in nonprofit development and knowledgeable in event planning  
   • professional when communicating both in person and in writing  
   • capable of working both independently and with a team  
   • previous internship or related experience in fundraising or event planning is a plus  
   • self-motivated, good organizational and interpersonal skills, detail-oriented, ability to multitask, prioritize, and meet deadlines

This internship is from February 1, 2016 to May 19, 2016 and will be 10 hours per week, depending on the intern's schedule. The start and end dates are flexible.

To apply, please email your cover letter and resume to Karla Vazquez, Special Events Coordinator, at karla@treesatlanta.org by January 15, 2016.