



Oregon Natural Desert Association Development Intern

Duration: May 2019 – August 2019

Hours: 10-15 hours per week

Compensation: Professional skills and abilities gained through internship, customized to fit your interests. Academic credit may be available for current students.

Position description:

Oregon Natural Desert Association seeks an outgoing, organized and conservation-minded intern to join our team for the summer. With oversight and guidance provided by ONDA's Development Associate and other members of the Development team, this individual will assist in fundraising, outreach, events and communications efforts. This is a valuable opportunity to gain insight into an effective, well-regarded nonprofit conservation organization.

Key projects:

- Manage Spring 2019 Desert Naturalist Hike Series, including registrations, communications and event processing with guidance from Development Associate
- Coordinate 2020 Wild Desert Calendar retail sales by connecting with new and existing vendors throughout Oregon in advance of final printing in August

Key tasks:

- Represent ONDA at events by providing information about ONDA's mission and key programs to engage community members with ONDA's work
- Assist with event promotion and implement strategic communication plans by creating and posting social media, blog and website content
- Use Salesforce database to capture key information from events and outreach efforts
- Manage event registration logistics in support of ONDA's outreach programming
- Aid donor and member appreciation efforts as necessary

Key dates:

This internship will require the ability to work flexible hours, including evenings and weekends. The applicant will be asked to represent ONDA on at least two hikes in the Spring 2019 Desert Naturalist Hike Series. Dates are still being determined and will fall between May and July. However, ONDA will consider candidates regardless of availability.

Desired skills and abilities:

- A passion for conservation and a genuine interest in protecting, defending and restoring Oregon's high desert
- Knowledge about ONDA's mission and key program areas; a connection to the area is a plus
- Great people skills, high comfort level interacting with the public & an ability to enthusiastically adapt to change
- Solid organizational, time management and writing skills with strong attention to detail
- Experience with Microsoft Office programs, social media applications and data management systems preferred

Skills and abilities gained through internship:

- Learn communication, event and project planning strategies and best practices
- Gain experience with data management systems
- Create engaging content for a variety of communication platforms including web, social media and print
- Learn the inner workings of a dynamic conservation nonprofit
- Foster professional connections in the field of conservation work

To apply:

Applications will be accepted on a rolling basis until the position is filled. Accordingly, please submit a cover letter and resume as soon as possible to caelin@onda.org. If invited to interview, we may request three references.

ONDA welcomes diversity and is committed to creating an inclusive environment for all employees, interns, and volunteers.