

TreeFolks Fundraising and community outreach Intern
July – December
10 -20 hours / week

Organization Information:

TreeFolks grows the urban forest of Central Texas through tree planting, education and community partnerships. Our programs work closely with businesses, schools, government, community groups and individuals to create a healthier environment and enhance the quality of life. TreeFolks is a 501 (c) 3 nonprofit organization which began in 1989 with small tree planting projects led by volunteers. Today, our community outreach programs reach thousands of individuals and plant 10,000 trees annually. During the 2010-2011 season, TreeFolks assisted in planting 9,892 trees and educated 11,620 individuals about the importance of urban trees.

Job Description

TreeFolks is currently seeking an intern to assist with fundraising and outreach to the community. Specific duties may include but are not limited to:

- Fundraising assistance
 1. Assist with the development of a membership and donation database and create a community outreach plan to recruit future members and donors
 2. Develop promotional materials and a fundraising plan for corporate and individual sponsorships
 3. Assist in grant prospecting, writing and reporting for all of TreeFolks programs
- Community Outreach
 1. Provide community outreach to promote TreeFolks' organizational services
 2. Establish a relationship with neighborhood associations and home-owners to increase the response and survival rates for the NeighborWoods Free Street Tree program
 3. Identify the benefits of the NeighborWoods program
 4. Create promotional materials to gain community support and awareness of the NeighborWoods program
 5. Develop manual to support TreeFolks Board of Directors

Individuals must be dedicated to achieving the organization's goals. We prefer an intern with:

- An interest in working with the community
- Excellent oral and written communication skills
- A can-do attitude with an ability to work independently

Although this is an unpaid internship, you will be introduced to TreeFolks professional network which includes local governments, school districts, civic organizations and private corporations and businesses. We ask that interns dedicate themselves to fulfill the entire intern period beginning in July and ending in December. TreeFolks would like interns to work between 10-20 hours per week. Interns may work partially from home but must meet once per week with their project manager.

To make the most of your intern experience, we prefer to hear what you would like from your internship with TreeFolks. To apply, please submit a resume and cover letter explaining what you would like to accomplish through your internship, your experience with the specific intern duties and why you would like to intern with TreeFolks. Please E-mail your resume and cover letter by June 24, 2011 to carly@treefolks.org.