



Tenaflly Nature Center is an independent non-profit member-supported 400 acre nature preserve, located in Tenaflly, NJ, five miles north of the George Washington Bridge. With over seven miles of trails and a 3-acre pond, TNC is the largest privately-run nature center in Bergen County.

Event Planning Internships are for undergraduate students who have an interest in event planning/fundraising for nonprofits and have completed at least two years of college. Interns will assist the Tenaflly Nature Center Staff with all aspects of running the Tenaflly Nature Center and staff department needs. A Tenaflly Nature Center event planning intern works hard and develops the skills needed to continue in any career in in event planning and nonprofits.

Summary: Reports to, and work closely with, a TNC staff manager with all aspects of the development department. They are responsible for helping plan, support, and implement events for a variety of fundraising purposes and groups which includes TNC supporters, sponsors, donors and members. Interns will assist in communications and promotion of events. This is a hybrid opportunity with a required minimum of two days onsite at the start of the term, followed by a minimum of one day onsite, with all other hours completed from home as approved by TNC Management.

Duties & Responsibilities:

- Work on one major project, such as developing a members-only or other event as agreed with Management, organizing auction items, raffles, décor, and/or other essential event components
- Learn about our mission at TNC and applying these concepts to fundraising events
- Support TNC in keeping meticulous records and data for future use.
- Greet and engage visitors; articulate TNC's mission and project a helpful and positive attitude when interacting with the public, including TNC members, parents, teachers, and group leaders in person & on the phone.
- Assist staff with answering phones, as needed, field natural history questions from the public, and direct questions to appropriate experts.
- Perform other duties as assigned.

Qualifications (EESI):

- Currently enrolled in a college/university and have completed at least two years of course work in a major field of study to be applied during the internship (e.g. marketing, advertising, public relations, business, communications, non-profit management, environmental studies, biology, zoology, or related fields).
- Basic understanding of event planning or a willingness to learn
- Strong persuasive writing/copywriting skills
- Experience and familiarity working with Facebook, Instagram, Twitter, TikTok, etc.
- Mastery of Microsoft Office and common office equipment. E-mail and internet access required.
- Basic graphic design skills including experience with/knowledge of Canva (knowledge of Adobe Creative suite helpful but not required)
- Ability to work both independently and on a team with minimal supervision.
- Ability to communicate effectively and interact well on the phone and in writing.
- Ability to manage multiple tasks simultaneously.
- Ability to walk all the trails of TNC and climb one flight of stairs.
- Willingness to work outdoors in variable weather conditions and variable terrain.



- Must be fully vaccinated for Covid-19 by start date (Reasonable accommodations will be considered on a case-by-case basis for exemptions to this requirement in accordance with applicable law)

The attitudes and personal characteristics demonstrated in all educator positions are:

1. Enthusiasm, patience, understanding, flexibility, and energy for planning events.
2. Projecting a positive and professional image.
3. Self-motivated, detailed-oriented with the ability to work both independently and as part of a team.
4. Ability to multi-task and make decisions requiring good judgment in the absence of specific directions.

Tenaflly Nature Center is committed to building a staff that reflects the communities and students we serve and is an Equal Opportunity Employer.

Event Planning Seasonal Internship: Interns have a 20 hour/week schedule for 12 weeks. Unpaid.

Length of Internship: Fall internships are from mid-late September to mid-late December. Winter internships are from mid-late January to mid-late April. Spring internships are from mid-late March to mid-late June, summer internships are from mid-late May to mid-late August. Specific dates are somewhat flexible to suit varying schedules.

Application Process: To apply, please submit a complete application package which includes: cover letter, resume and completed internship application form via email to Alex Braunstein Abraunstein@tenafllynaturecenter.org. No calls please.

Download Internship Application Form:

- **College** internship candidates [please complete this necessary application form](#) and submit is along with all requested documents.
- **High School** internship candidates [please complete this necessary application form](#) and submit is along with all requested documents.

Application Deadline:

- Fall application packages must be received by **September 1**.
- Winter application packages must be received by **December 1**.
- Spring application packages must be **received by February 28**.
- Summer application packages must be **received by March 31**.

Incomplete applications or applications received after the deadline will not be considered.