



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.

Marketing Internships are for undergraduate students with an interest in marketing/public relations and communications, environmental or outdoor pursuit and have completed at least two years of college. A Tenaflly Nature Center marketing intern works hard and develops skills needed to continue in any career in the marketing or nonprofit field.

Summary: Reports to and works closely with a TNC staff manager with all aspects of the development department. They are responsible for helping promote our various programs offered to the community and creating content for fundraising and marketing the organization as a whole. 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 promotional videos for our social media pages, organizing and editing our current photo and videography collection, designing new trendy content to engage viewers and grow our audience to reach different demographics
- Learn about our mission at TNC and implement these ideals into our marketing
- Help create and maintain a safe, fun, professional, educational image online
- Support TNC in keeping meticulous records and data for future use
- When onsite, 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
- When onsite, 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)
- Experience and familiarity working with Meta (Facebook, Instagram), YouTube, 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)
- Passion for nature and TNC's mission to "Enrich Lives Through Nature"

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

1. Enthusiasm, patience, understanding, and flexibility
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.

Marketing 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.