



Tenafly Nature Center is an independent non-profit member-supported 400 acre nature preserve, located in Tenafly, 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.

**Non-Profit Internships** are for undergraduate students with an interest in the management of a nonprofit organization, nature centers, and environmental organizations and have completed at least two years of college. A Tenafly Nature Center non-profit intern works hard and develops skills needed to continue in any career in the nonprofit field.

**Summary:** Reports to and works closely with a TNC Executive Director with all aspects of the administrative department. They are responsible for helping to further the mission of the Tenafly Nature Center by assisting with development activities, and overall administration.

**Duties & Responsibilities:**

- Work on one major project, such as developing historical organization timeline
- Assist with the planning, marketing, and implementation of events, including fundraisers.
- Manage participant and donor data in software programs.
- Provide support for ongoing development activities, including prospect research, administration of sponsor programs, coordination of marketing materials, and maintenance of donor lists.
- Develop social media and website marketing for events, appeals, and the organizations brand.
- Assist with community outreach, including relationships with donors, grantees, nonprofit partners, board and committee members, and other stakeholders.
- Attend, participate in, and occasionally coordinate meetings and events.
- Conduct research in support of the organizations mission and initiatives.
- Prepare meeting agendas and materials and, when possible, minutes
- Process donation acknowledgments and receipts
- Database entry
- Plan, prepare, and implement donor mailings
- Post information on TNC website and social media, and research SEO keywords as needed
- Prepare copy for news releases, email newsletters, and website blog posts
- Conduct research associated with strategic planning and donor development
- Engage with board members, donors, community leaders, grantees, nonprofit partners, and the general public
- 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. non-profit management, business, communications, 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

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

**Non-profit Management 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@tenaflynaturecenter.org](mailto:Abraunstein@tenaflynaturecenter.org). No calls please.

**Download Internship Application Form:**

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