



Eugene Outdoors Outreach Volunteer Intern

Purpose:

To engage the community in volunteerism through marketing and outreach of Eugene Outdoors events. Eugene Outdoors builds connections, support for park land and stronger neighborhoods by offering layered and enriching volunteer experiences. Volunteer coordinators plan, recruit for and facilitate hundreds of events throughout the year in parks and natural areas.

Essential Duties:

- Assist in creating and distributing fliers for upcoming events.
- Assist with writing and implementing social media.
- Assist with developing and implementing marketing plans.
- Assist in identifying and contacting potential volunteer groups.
- Table at public events: community meetings, fairs, festivals, etc.
- Build a resource list of active community service organizations.
- Maintain good working relationships with City staff and other volunteers/interns.
- Perform additional tasks as requested.

Required knowledge, skills, and abilities:

- Strong written and verbal communication skills.
- Knowledge of marketing and outreach methods.
- Knowledge of Microsoft Office Suite especially Publisher, Word and Excel.
- Knowledge of Social Media (Facebook and Instagram).
- Ability to follow instructions and pay attention to detail.
- Ability to be flexible, cooperative, and to work as part of a group or individually.
- Commitment to being respectful of others at all times.
- Capacity to provide their own transportation to the Public Works office at 1820 Roosevelt Blvd.

Time Commitment:

Time commitments can be geared to meet the needs of each intern to the degree that the days and times match the supporting staff's work schedule. Weekly commitment strongly preferred.

Training Provided:

On-the-job training will be provided in the areas of City of Eugene branding standards, methods of outreach, volunteer program history, and collateral development.

Students interested in the Eugene Outdoors Outreach Internship should send a resume and cover letter describing how this internship fits with their educational/career goals to Vanessa Young at vanessa.l.young@ci.eugene.or.us. For more information email or call Vanessa at 541-510-9318.