



**Spring 2019
Event Planning & Partnerships Part-time Internship**

The Shoal Creek Conservancy (www.shoalcreekconservancy.org) is a 501(c)(3) nonprofit organization established in 2013 with the mission to restore, protect, and enhance the ecological, social and cultural vibrancy of Shoal Creek for the people of Austin, Texas by engaging the public and partnering with the community. We accomplish this mission through activities that maintain and improve the Shoal Creek trail and greenway; enhance the public's enjoyment of the Creek; and restore the watershed. Shoal Creek is the city's oldest trail and extends for approximately four miles through the heart of Austin, Texas.

Shoal Creek is an eleven-mile natural waterway in a 13 square mile watershed. The creek's headwaters spring from the ground in north Austin near Highway 183. The creek meanders through neighborhoods, skirts the campuses of St. Andrew's Episcopal School and Seton Hospital near 38th Street, borders the western edge of the University of Texas, travels through Pease Park and ribbons through downtown Austin. The mouth of Shoal Creek, and the southern terminus of the trail, is located at Lady Bird Lake. A 3.25 mile trail follows the creek from 38th Street to Lady Bird Lake, providing a pathway for cyclists, walkers and runners.

Position Description:

As the Events Intern, you will work in partnership with the Marketing & Community Engagement Manager to coordinate events and community partnerships, and manage volunteer activities. This position that will introduce interns to planning, executing and evaluating volunteer events in an environmental nonprofit setting. You will bring your organizational ability, public communication skills, operational ability, and love of a fast-paced environment to our growing nonprofit. The Events Intern will assist in all events planning, community and business outreach. This is a part time (~15 hours) position with a stipend of \$500 per semester. Shoal Creek is more than happy to work with students to receive class credit for an internship, if that's an option. This position will report to the Marketing & Community Engagement Manager.

Responsibilities:

- Assist with the design and execution of at least one monthly public event or activity along Shoal Creek, such as public meetings or guided tours in partnership with Executive Director
- Assist with coordinating volunteer work days along Shoal Creek monthly
- Investigate opportunities to expand SCC programs by partnering with other organizations
- Monitor and evaluate program performance and participation
- Recruit and help manage volunteers for work days, including developing list of potential volunteer groups and individuals; attending events to recruit volunteers, scheduling volunteers for particular events; providing them with necessary documentation; conducting orientations



- Assist in planning Shoal Creek Conservancy events, including any major events in the fall/winter; such as volunteer service days, tours, stakeholder meetings related to trail plan and watershed plan, creek clean-ups, etc
- Research about the logistics of the major fundraiser Shoal Creek Social happening in May at the Central Library (i.e. parking, decorations, etc)
- Research and contact potential in-kind donations which may include food, beverage, entertainment, and silent auction items
- Coordinate volunteer activities with participating community partners and businesses, register participants at events
- Assist with logistics of volunteer events, such as set-up, take-down, picking up food for volunteers, helping load equipment, etc
- Assure Shoal Creek Conservancy and its mission, programs, products, and services are consistently presented in a strong, positive manner

Qualifications:

- Can be currently enrolled in an accredited University or a recent graduate
- An appreciation for the environment and community
- Ability to communicate clearly through spoken correspondence, as well as strong written communication skills
- Ability to coordinate multiple projects and requests and prioritize according to schedule
- Self-motivated and able to manage multiple projects at one time; ability to work independently with limited supervision
- Ability to work with a wide array of personality types and community partners
- Ability to contribute and work as a team member within the organization
- Comfortable coordinating and leading a group of people
- Previous experience planning events and programs and/or managing volunteers preferred
- Enjoys working outdoors as well as in the office; experience with trail/restoration projects a plus

Start Date: ASAP/January 2019 (requires a semester commitment) until mid May
Hours: Recommended at least 15 hours a week, preferably 2-3 times a week in the office
Stipend: \$500 per semester

To Apply: Please send a cover letter and resume to alex@shoalcreekconservancy.org, and include “Event Planning and Partnerships Internship Application” in the subject line.

Thank you for your interest in interning with the Conservancy.
