

2018 ECOLIFE Internship Description



Title of Position

Aquaponics Nonprofit Management Intern

Manager Name

Kait Cole

Aquaponics Program Manager

kcole@ecolifeconservation.org

Position Overview

The Aquaponics Nonprofit Management Intern will work under the direction and mentorship of the Aquaponics Program Manager to support program related needs. Projects may include: project design, content development, editing documents, public speaking, grant writing, and attending various events.

For Organization

- Attend networking events to support outreach efforts
- Develop Website Resources- Newsletters, Blogs, Aquaponic How To's
- Assist in grant writing and editing of important documents
- Support collaborating partners, educators, and aquaponics team

For You

- Learn non-profit management techniques for overseeing multiple projects and employees
- Work on tangible projects that will enhance your resume and skill set
- Gain experience in nonprofit programs & work with dedicated professionals
- Express creative ideas and receive feedback
- Make a difference!

Skill Set Requirements

- Passion for education, food production, and improving the environment
- Excellent written & verbal communication skills
- Outstanding organizational skills and attention to detail
- Strong computer skills. Graphic design is a plus!
- Ability to work with a diverse group of constituents including teachers, students, donors, volunteers, business leaders, and staff
- Strong time-management and ability to meet deadlines
- Capable of forming innovative concepts and fostering creative projects
- Good sense of humor!

Start and end dates of internship

Flexible

Expected hours per week

10 - 20 hours