



206 Charles Street, Fredericksburg, VA 22401
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downtowngreens.org

Earn Credit to Work with Downtown Greens

Downtown Greens is a nonprofit founded in 1995 in downtown Fredericksburg with a mission to foster community involvement and growth by protecting and nurturing urban greenspace through collaborative environmental stewardship and experiential education.

Position: Events and Administrative Intern

Job Description:

Downtown Greens is currently looking for an organized, creative individual to work with our small, but productive staff as the Events and Administrative Intern. An ideal candidate will have strong communication skills and an interest in community development, as well as experience with coordinating events. The intern will also work on various administrative tasks in our office as needed.

This position is best for an individual working on a degree in nonprofit management, business, marketing, or communications.

Responsibilities:

- Setting fundraising goals and creating budgets for events
- Using social media to communicate with volunteers, local businesses, and community members about events
- Assisting in planning larger annual events, as well as creating and executing smaller events
- Assisting with recruiting volunteers, donors, and sponsors for events
- Aiding in various operations of the organization, which may include maintaining office hours

Job Qualifications:

- Experience and/or strong interest in development and/or event planning
- Detail-oriented personality and strong communication skills
- Must have ability to work independently and as part of a team

Location and Hours:

- Position will be located at the Downtown Greens headquarters in Fredericksburg, VA with possibility for remote work as well.
- Hours will vary depending on individual's schedule, availability and how many college credits they seek.

To apply: email resume and cover letter to downtowngreens@gmail.com