



INTERNSHIP

BOOKKEEPING, WEBSITE DESIGN, GENERAL ADMIN

I. Details

Title of Internship:

ADMINISTRATIVE COORDINATOR

Location:

BARRIO HOLLYWOOD, TUCSON AZ

Hours/Days:

15 HOURS PER WEEK, ANY DAY

Start & End Dates:

FEB 15TH to AUGUST 30TH 2018 or longer

Compenation:

NO MONETARY COMPENSATION – FOOD & DRINKS, FREE PRODUCE

II. Description

Trees Please supports native desert habitat restoration, sustainable living practices, and community interdependence, through educating communities on: the importance of our connection with the environment, the impact we have on our natural environment within our communities, the importance of growing and eating from local sources, and promoting the healing of our planet and its people through: community gardening, horticultural/animal therapy, creative expression, stewardship, and service. At-risk (special needs, handicapped, elderly, low income, displaced children, and mentally challenged) members of our community are priority. Current programs include Native habitat restoration, free community gardens, park and wash clean-ups, and horticultural/animal therapy.

Intern's duties will include organizing office, designing and maintaining websites and social media accounts, general bookkeeping, gardening, animal husbandry, seed collecting, volunteer coordination, art and herbal workshop planning, event coordination and general office duties. The President and Project Coordinator will train supervise the intern.

What will be learned:

- How to create a long term social media plan and marketing calendar
- Relationship building with our online community by maintaining Facebook and other media accounts
- How to create compelling content that will be shared by influencers
- General, managerial, and nonprofit accounting
- Urban gardening, animal husbandry, event planning, volunteer outreach, & more

Responsibilities:

- Map habitat restoration sites
- Organize business and nonprofit accounts
- Participate in team meetings and brainstorming sessions and/or take notes
- Follow timelines and ensure calendar upkeep
- Plant trees, garden, feed farm animals
- Answer phones and coordinate with members and volunteers
- And much more...

Necessary Qualifications:

- Mainly enthusiasm
- Pursuing a degree in Accounting, Management, Environmental Studies, Agriculture, Nonprofit Management, etc.
- An interest in helping others, animals, gardening, conservation, art, special needs, children, ecology, therapeutic activities, service, nutrition, herbs, and holistic health
- Prefer GPA of 3.0 or higher
- Organized, excellent written, oral, and communication/presentation skills
- Willingness to learn many different skills

HOW TO APPLY

- Call **574-315-5172** and set up an interview -OR-
- Go to **www.aztreesplease.org** and click on the email button and reference this announcement -OR-
- Write to **1315 W Speedway Blvd, Tucson AZ 85745** with your interest in the position and your contact info -OR-
- Visit 1315 W Speedway Blvd in Tucson and meet our other members and leave your name and contact info in the lockbox attached to the bulletin board -OR-
- Go to **"AZ Trees Please" on Facebook** and message us, referencing this announcement and your contact info

****Please have a few letters of recommendation and a short explanation of why you would like to help****