Citywide Spring Cleanup

INTERNSHIP POSITION DESCRIPTION

Special Events Internship

Position Description

Special Event Interns work directly with the Volunteer Coordinator to help with the preparation and implementation of the high-profile 28th annual Citywide Spring Cleanup event, which will take place on Saturday, April 12, 2014.

Responsibilities

Assist with coordination of Citywide Spring Cleanup

- Attend the 28th annual Citywide Spring Cleanup on Saturday, April 12, 2014
- Assist with recruitment through distribution of promotional materials and social media posts

Coordinate kickoff locations

- Coordinate schedule of kickoff celebrations
- Gather and organize supplies
- Coordinate and manage registration volunteers
- Communicate with and organize tabling organizations
- Assist with pick up and organization of donations

Assist with event communication

- Update event web page
- Create social media posts, including Facebook posts and blog posts

Skills Required

- Excellent interpersonal communication skills
- Detail-oriented with exceptional organizational skills
- Willingness to take initiative
- Professional attitude and interest in high-profile events
- Must have valid driver's license and form of personal transportation

Schedule

- Special Events Interns may be able to accomplish large amounts of the work at home; this can be worked out with the Volunteer Coordinator.
- Office hours are from 8 am to 4:00 pm
- Minimum of 8 hours per week
- Internship will end two weeks after event, on Friday, April 25

Requested Materials for Application

- Resume

Location

Will be based out of the Parks Permit Office/Parks Operations Office at 1100 Hamline Ave N, St Paul, 55108

About the Citywide Spring Cleanup

For nearly 30 years, Saint Paul individuals, families, groups, and communities have volunteered to remove litter from Saint Paul's parks and neighborhoods during the annual Citywide Spring Cleanup. With the help of volunteers, we can remove the trash that accumulates in these natural areas harming wildlife, polluting lakes and rivers and detracting from the beauty of our community. This event is a fun and effective way to improve the natural environment in our local community.

Questions?

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