



Shelby Farms Park and Greenline are managed and operated by the 501(c)3 nonprofit organization Shelby Farms Park Conservancy. Our vision is to give rise to a celebrated 21st century park that defines and shapes a great city.

Title: Events + Programs Intern

Supervisor: Natalie Wilson, Senior manager of Events + Programs and Monique Stitts, Events + Programs Coordinator

Purpose: To assist the Events + Programs team

Hours and duration of internship: As assigned by University requirements

Brief position summary: The Events & Programs Intern will act in an 'assistant' role to the Events + Programs team

Responsibilities:

Assists in planning and executing the Events + Programs Department goals
Organizes programmatic material and assists in logistical planning and preparation for programs
Occasional events to be worked on Saturdays and Sundays, which will clearly planned

Requirements and Qualifications:

Experience with Microsoft office (excel, word, etc.)
Driver's license & personal vehicle
Excellent organizational skills
People/conversational skills
Ability to perform repetitive task such as filling in spreadsheets
Intermediate to advanced organizational skills
Ability to manage multiple projects as needed

To apply, students should fill out the online form found at this site:
www.shelbyfarmspark.org/internship-opportunities.