



# EVENTS AND OUTREACH INTERN

## INTERN APPLICATION | UTAH OPEN LANDS

This is an unpaid internship that runs from May 13th, 2024 to August 2nd, 2024.\* To apply for this internship, please complete the application below and email it to [alli.eroh@utahopenlands.org](mailto:alli.eroh@utahopenlands.org) with the subject line "Events and Outreach Intern Application" alongside your resume.

\*We offer some flexibility in start and end dates for internships, if this internship date range conflicts with your schedule, potential accommodations can be discussed during the interview process.

---

### DESCRIPTION

Utah Open Lands (UOL) is seeking a creative, detail oriented student with strong communications, planning and design skills to assist with events and marketing. This is a great opportunity to gain valuable experience while working on a variety of projects involving event coordination, marketing, public relations and fundraising.

### ORGANIZATIONAL BACKGROUND

We are a nationally accredited 501(c)3 non-profit land trust organization. Our organization was founded in 1990 and over the past 34 years we have protected over 64,000 acres of open space across the state of Utah. Based in Salt Lake City, UT, our mission is to preserve, protect, and steward open space in order to maintain Utah's natural heritage and quality of life for present and future generations. This is achieved by assisting private landowners, government agencies, and communities in the voluntary preservation of the agricultural, scenic, recreational, historic, and wildlife values of open land.

### INTERN TITLE

Events and Outreach Intern

### RESPONSIBLE TO

Alli Eroh, Director of Community Engagement

### LOCATION

The Utah Open Lands office is located at 1488 S Main Street, Salt Lake City, UT, 84115. Event locations vary but generally take place in Salt Lake City or Park City.

### TIME COMMITMENT

Part-time. An average of 15 hours per week which includes office and field work. Internship runs from May 13, 2024- August 2nd, 2024.

### BENEFITS

Although unpaid, this summer internship provides firsthand knowledge of nonprofit operations. UOL will work with interns to support requirements to earn academic credit through their educational institution. See Learning Objectives below for the specific skills/experience that this position will offer.

## **LEARNING OBJECTIVES**

- Intern will learn how to develop and improve relationships with a variety of stakeholders including volunteers, local business partners, and donors.
- Intern will learn how to creatively plan and design social media content and outreach materials.
- Intern will learn how to effectively coordinate and execute an event from planning and set-up to implementation and take down.

## **RESPONSIBILITIES**

- Assist with creation of marketing materials and social media content.
- Assist with event planning, set-up, implementation, and take down.
- Assist with community outreach efforts including fundraising and volunteer outreach.
- Assist in social media plans and short-term campaigns which correspond with fundraising goals.
- Assist in creating visually stunning and informational graphics, including pamphlets, banners, brochures, annual reports, etc., for all department needs.
- Assist in land ambassador events.
- Other duties as assigned.

## **QUALIFICATIONS**

- Strong interest in events, marketing and non-profit communication.
- Strong organizational skills, with attention to detail as well as excellent problem solving skills.
- Comfort with public speaking.
- Strong interpersonal skills and ability to work with others.
- Ability to work independently, take initiative, juggle multiple priorities, and perform follow up.
- Excellent oral and written communication skills.
- Working knowledge of or willingness to learn Microsoft Office applications, Adobe applications, Canva and MailChimp.
- Working knowledge of social media platforms (i.e. Facebook, Twitter, Instagram).
- A passion for land conservation and ability to represent Utah Open Lands to external stakeholders.
- Ability to work and travel independently to field locations.
- Ability to work outdoors in variable weather conditions, including the ability to walk moderate distances through varying terrain and vegetation.
- Preferred education in the field of Business Administration, Sustainability, Communications, Nonprofit Management, Marketing or related discipline. Equivalent paid or volunteer work experience is accepted in lieu of educational experience.
- Willingness to use personal cell phone on the job.
- Valid Driver's License and access to a personal vehicle.\*

\*Intern will be reimbursed for travel to field locations and/or events based on mileage traveled.

## GENERAL INFORMATION

Full Name :

Address :

City :  State :

Zip :  Phone : (  ) -  -

E-mail :

## EMERGENCY CONTACT INFORMATION

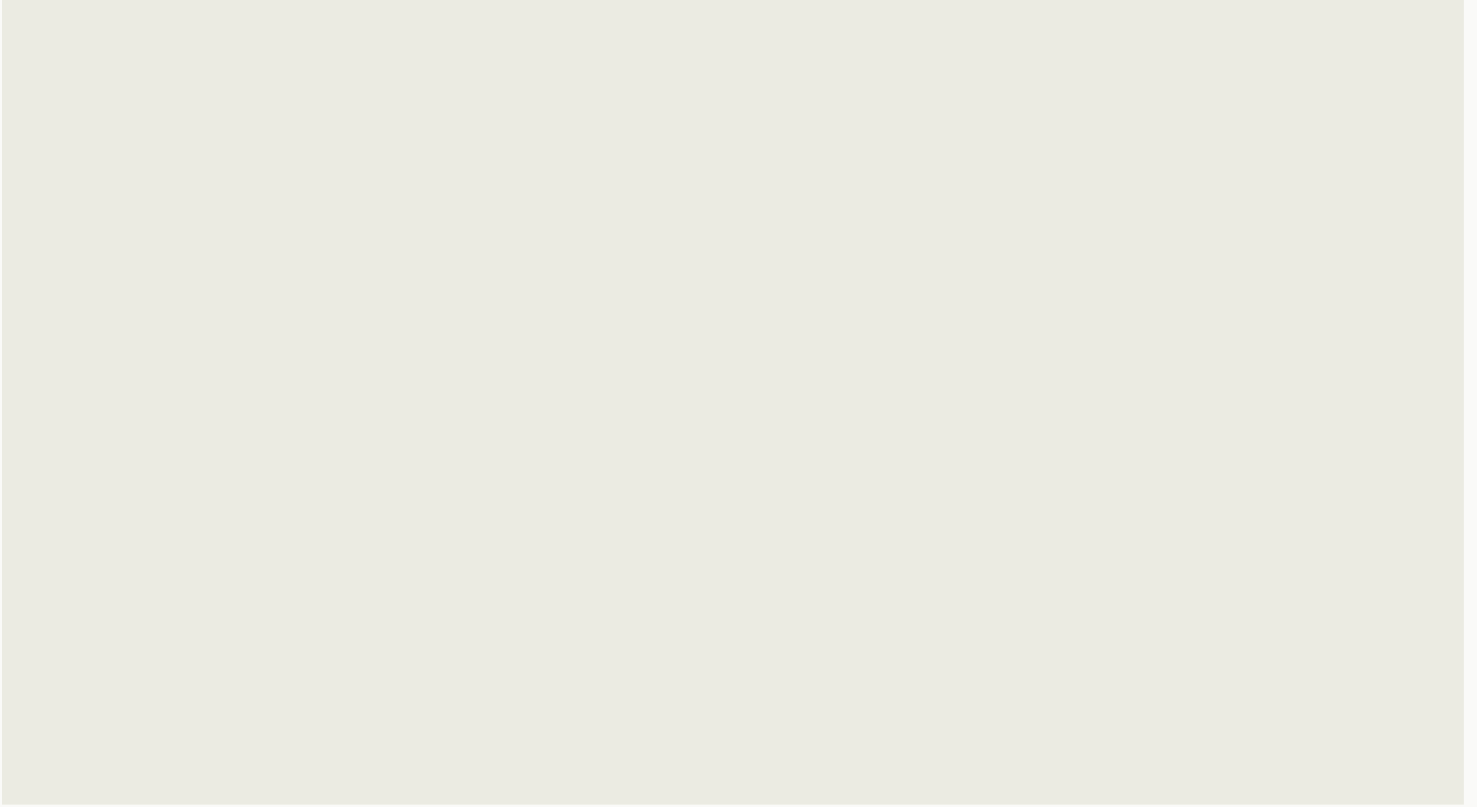
Contact Name :  Home Number : (  ) -  -

Relationship :  Mobile Number : (  ) -  -

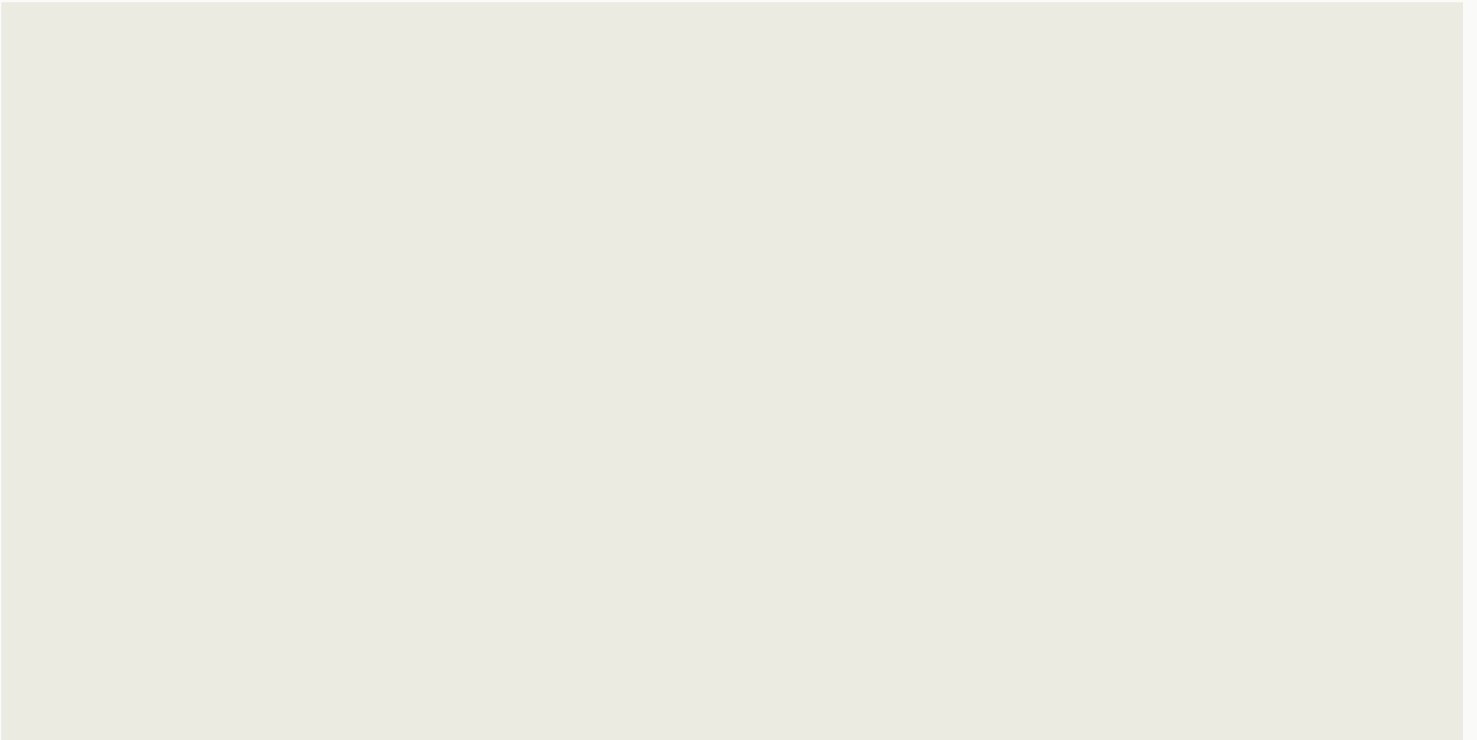
**PLEASE DESCRIBE ANY AVAILABILITY CONCERNS, ALTERNATIVE JOBS, ETC.**

**PLEASE DESCRIBE YOUR RELEVANT WORK AND/OR VOLUNTEER EXPERIENCE**

**PLEASE DESCRIBE YOUR INTEREST IN UTAH OPEN LANDS**



**IS THERE ANYTHING ELSE THAT YOU WOULD LIKE TO SHARE?**



**FOR MORE INFORMATION**

Please visit Utah Open Lands' website at [UtahOpenLands.org](http://UtahOpenLands.org) or contact the Director of Community Engagement, Alli Eroh, via phone at (801)-463-6156 or via email at [Alli.Eroh@UtahOpenLands.org](mailto:Alli.Eroh@UtahOpenLands.org).