Jenkins Arboretum & Gardens

Education & Outreach Internship

Department: Education
Hours: Full-Time, Seasonal
Start Date: May 2024
Application Deadline: February 1, 2024, or until position is filled

The Education & Outreach Internship at Jenkins Arboretum & Gardens provides a unique educational experience in the environmental nonprofit sector. Successful applicants will have the opportunity to work closely with education and outreach staff in diverse aspects of public garden administration, public programming, and nonprofit communications. In addition to gaining experience in content creation for digital and print media, Interns may have the opportunity to participate in facilitating public programs (virtually and/or in-person), videography, light graphic design, interpretation, and visitor experience.

Internship Candidates
Candidates with diverse educational/career goals in the fields of science, education, communications, marketing, or related fields are encouraged to apply. Must be a self-starter who can work independently. An appreciation for plants and nature is encouraged. Intern candidates will be considered based on a combination of interest in the field, previous work experiences, educational background, and future career goals. Previous education or practical experience in related fields is desirable, but not required.

Internship Term and Compensation
The term of the Education & Outreach Internship will be for the summer season, generally 8 to 10 weeks. Start dates are flexible, but Internships generally begin in May and run through August. The Intern works during normal office hours, Monday through Friday from 9 AM – 5 PM, with occasional weekend and evening hours. This is an on-site, in-person position. Interns are paid $14/hour and are welcome to take unpaid vacation time off occasionally during the summer with approval from the Director of External Relations. Additionally, Interns will be invited to join several staff field trips to regional peer organizations and/or natural areas throughout the summer.
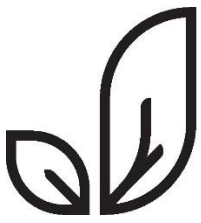
Intern Obligations and Duties
Working closely with the Education Manager and the Director of External Relations, the Intern will assist in numerous activities required to communicate the Arboretum & Gardens' mission on social media platforms, the Arboretum website, in print material, and through educational programming.

About
Jenkins Arboretum & Gardens is a 48-acre public garden located in Devon, Pennsylvania. Since its inception in 1976, the mission of Jenkins has been to preserve natural tranquil woodlands for community enjoyment, to showcase native plants and a world class collection of rhododendrons and azaleas and to promote environmental horticulture through learning, research, and conservation. Jenkins is open daily and is always free of admission.

Application Procedure and Deadline
Submit completed Internship application form and cover letter to employment@jenkinsarboretum.org. Deadline to apply is February 1, 2024, or until position is filled. Applications can be found online at www.jenkinsarboretum.org/internships

Jenkins Arboretum & Gardens

Education & Outreach Internship Application

Contact Information: Please complete all fields.

Name:

Address:

City: State: Zip:

Telephone: Email:

Education: List current or most recent first.

Degree Held: Major: Minor:

Institution: Date of Completion:

Degree Held: Major: Minor:

Institution: Date of Completion:

Work Experience: List current or most recent first.

Position:
Employer: Dates of Employment:

Position:
Employer: Dates of Employment:

Position:
Employer: Dates of Employment:

When are your ideal start/end dates for the Internship?

Are you available to work evenings and weekends**?**

References: List three references.

| Name/Position: | Phone Number: |
| Institution: | Email: |

| Name/Position: | Phone Number: |
| Institution: | Email: |

| Name/Position: | Phone Number: |
| Institution: | Email: |

Please prepare a brief, one-page essay describing why you would like to work as an Education & Outreach Intern at Jenkins Arboretum & Gardens. Describe your past experiences related to nonprofits, how the internship experience might relate to your academic or professional goals, and attach any additional information you would like to include with this application.