



## Community Outreach Internship

**National Cherry Blossom Festival, Inc.**, a 501(c)(3) not-for-profit organization based in Washington, DC, is currently seeking a Community Outreach intern to assist the Events and Programming team during the Fall Spring semester.

### Company Description

The National Cherry Blossom Festival, Inc. is a 501(c)(3) not-for-profit organization dedicated to promoting the beauty of nature and international friendship through year-round programs, events, and educational initiatives that enhance our environment, showcase arts and culture, and build community spirit.

### Job Description

The Community Outreach intern will contribute to community based programmatic development of a variety of National Cherry Blossom Festival activities including City in Bloom, Cherry Picks restaurant program, Blossoms & Baseball, and our Youth Art Contest. Duties may include but are not limited to:

- Assist with City in Bloom initiative including helping expand our new retail window competition
- Assist with the Cherry Picks restaurant program including execution of program, outreach, distribution of collateral and supporting materials
- Assist with Festival Participating Organizations including distribution of signage, attending events with Event Manager
- Assist with Tree Planting program and attend plantings with event manager
- Assist with Goodwill Ambassador program
- Assist with the Youth Art Contest program including execution of program and opening reception/awards ceremony
- Assist with securing and managing Pink Tie Party Restaurants
- General Event planning
- General Administrative support
- Database development

### Time Requirements

- 2-3 days per week
- January thru May 2019

### Benefits

- Learn and apply best practices related to event management.
- Gain hands-on practical experience in event execution of one National Cherry Blossom Festival event.

- Gain insight into event preparation for the 2019 National Cherry Blossom Festival.
- This position will also give you greater insight of what it is like to work in the non-profit sector.

National Cherry Blossom Festival internships are unpaid, but college credit may be offered, dependent upon the educational institution's guidelines and requirements. A transportation stipend is available if needed.

### **Qualifications**

The best candidates for this position will have the following skills and traits:

- Proficient with Microsoft Office Suite
- Attention to detail
- Ability to multitask and prioritize
- Strong organization skills
- Eager to do research
- Strong inter-personal skills
- Access to a personal laptop

### **Application Instructions**

Please send a cover letter and resume to Nicole Wright, External Programs Associate at [nwright@ncbfdc.org](mailto:nwright@ncbfdc.org). Applicants will be notified via email if they have been selected for an interview.