

Business Operations Internship Posting



National Cherry Blossom Festival, Inc., a 501(c)(3) not-for-profit organization based in Washington, DC, is currently seeking an intern to assist the Business Operations team.

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

Business Operations is an integral aspect of the National Cherry Blossom Festival, and we are looking for candidates that are interested in assisting in these areas. Tasks can include but are not limited to:

- Administrative support and data management
- Assist with monthly financial reconciliations
- Auction support including solicitation and administration
- Assist with Event Ticketing plan and build for National Cherry Blossom Festival Parade®, Pink Tie Party, Opening Ceremony, Pink Carpet Reception and Pre-Parade Breakfast
- Assist with outreach to potential Group Ticket purchasers
- Assist with merchandise program management including attending meetings with vendors, suppliers, etc.
- Attending staff meetings and distributing notes as necessary
- Attending and supporting Festival events
- Assisting with administrative tasks for all departments

Time Requirements

- September – December 2019, with possible extension to the Spring semester
- Between 20-25 hours per week between 9:00AM and 5:00PM through December 3-4 days per week (Hours and schedule to be determined in consultation with Business Operations Team)

Qualifications

- Currently enrolled in an accredited university or college as a full-time undergraduate or graduate student
- Detail oriented and organized with the ability to multi-task
- Ability to work with a variety of people and build teamwork
- Computer proficiency – Microsoft Office Suite
- Effective communication abilities on the phone

Compensation

National Cherry Blossom Festival internships are unpaid, but college credit may be offered, dependent upon the educational institution's guidelines and requirements. Monthly transportation stipend is available for interns who work at least 16 hours a week.

Application Instructions

Please send a cover letter and resume to JoAnn Nasser, National Cherry Blossom Festival's Director of Operations at jnasser@ncbfdc.org. Applicants will be notified via email if they have been selected for an interview.