



Community Outreach 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 Events and Programming team during the Fall semester with possible extension into 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 Student 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 Student 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

- January – May 2020
- Between 20-25 hours per week between 9:00AM and 5:00PM through December (Hours and schedule to be determined in consultation with the Community Programs Associate)

Qualifications

- Currently enrolled in an accredited university or college as a full-time undergraduate or graduate student
- Proficient with Microsoft Office Suite
- Attention to detail
- Ability to multitask and prioritize
- Strong organization skills
- Eager to do research
- Strong inter-personal skills

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 Nicole Wright, Community Programs Associate at nwright@ncbfdc.org. Applicants will be notified via email if they have been selected for an interview.