



Shelby Farms Park and Greenline are managed and operated by the 501(c)3 nonprofit organization Shelby Farms Park Conservancy. Our vision is to give rise to a celebrated 21st century park that defines and shapes a great city.

Title: Membership Intern

Supervisor: Caleb Tinkle, Senior Development Manager

Purpose: To assist the Development team, including fundraising and membership recruitment

Hours and duration of internship: As assigned by University requirements

Brief position summary: The Developments Intern will act in an 'assistant' role to the Development team

Responsibilities:

Assists in planning and executing Development goals

Recruits and organizes Memberships and member information

Occasional events to be worked on Saturdays and Sundays, which will clearly planned

Requirements and Qualifications:

Experience with Microsoft office (excel, word, etc.)

Driver's license & personal vehicle

Sales experience

People/conversational skills

Ability to perform repetitive task such as stuffing envelopes

Intermediate to advanced organizational skills

Ability to manage multiple projects as needed

Able to work in fast paced environment at times

Ability to learn sponsor prospecting and cultivation

To apply, students should fill out the online form found at this site:

www.shelbyfarmspark.org/internship-opportunities.