



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 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 launch our new retail window competition
- Assist with the Cherry Picks restaurant program including execution of program, distribution of collateral and supporting materials
- Assist with Festival Participating Organizations including distribution of signage, attending events with Event Manager
- Assist with Blossoms & Baseball preparation and execution on site at Nationals Park
- Assisting with the Youth Art contest program
- General Event planning
- General Administrative support
- Database development

Time Requirements

- 2-3 days per week (may include some nights and weekends to attend events)
- January through early May

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 2018 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. Applicants will be notified via email if they have been selected for an interview.