

Program and Events Intern

Position Summary

Brooklyn Greenway Initiative (BGI) is a small, progressive non-profit coordinating the planning, development and stewardship of a 14-mile bicycle and pedestrian route along Brooklyn's waterfront. The Program and Events Intern will work directly with BGI's Communications and Events Manager, Programing Associate and Executive Director, assisting with special events, community outreach and program initiatives. Experience will be gained in event planning, communications, development, public outreach, non- profit management and fundraising.

Key Responsibilities

Events/Programs: Directly assist BGI's Communications and Events Manager with event preparation and all logistics for BGI's fundraising events including BGI's Epic Ride, and The Brooklyn Greenway Half Marathon.

Partnership Research: Researching new sponsor leads and potential partnerships.

Communications: Assist with drafting BGI communication materials, web/blog content and social media as needed.

Qualifications/Skills

- Pursuing or completed a degree in Communications, Marketing, Public Relations, Event Management, Nonprofit Management, Sustainability or related field
- Experience or exposure to event planning
- Experience as a volunteer or volunteer leader/manager
- Excellent networking and communication skills with experience writing communication materials (print, web, or social media)
- Creative thinker
- Strong attention to detail
- Excellent organization abilities
- Proficiency in MS Office
- Enthusiasm, sense of humor and a positive attitude
- Independent and a self-starter

Time Commitment

A minimum of two months commitment is required and the availability to work a minimum of 2-3 days per week, with some weekend and evening work. This is an unpaid position but we will work with educational institutions to meet academic credit requirements if applicable. Flexible start/end date but must be available to start by end of May at latest.

Benefits

- BGI offers candidate exposure to and interactions with a diverse range of stakeholders including those in the government, political, academic, civic, business and non-profit arenas
- A chance to develop professional skills in non-profit, cause-oriented setting

- The opportunity to gain an understanding of how special events fit into the greater mission of a nonprofit
- A chance to make a positive difference in the community
- This internship is very “hands-on” and presents a solid career building and networking opportunity

To apply, please send resume and cover letter to grodriguez@brooklyngreenway.org with “**Summer Intern**” in the subject line.

Submission deadline: April 15, 2018. Applicants will be notified by May 15st if successful. No phone calls please.

Brooklyn Greenway Initiative (BGI) is a 501 (c) 3 non-profit corporation planning the Brooklyn Waterfront Greenway and its long-term stewardship. The Brooklyn Waterfront Greenway is a planned 14-mile, off-street, landscaped route for cyclists and pedestrians, from Greenpoint to Bay Ridge. When completed, the Brooklyn Waterfront Greenway will connect Brooklyn to the Manhattan Greenway network. Public benefits will include increased waterfront access, more diverse transportation and active recreation options and increased economic development.