



Title: Marketing & Events Intern
Reports to: Marketing & PR Coordinator and Events & Outreach Manager
Hours: 20 hours/week, flexible hours, occasional evening and weekend work required.
Work may be remote, but some work on location is required for weekend events.
Pay Rate: \$15/hour

Diversity, Equity and Inclusion are important values of The Trail Foundation, and we encourage individuals of diverse backgrounds to apply. The mission of The Trail Foundation is to protect, enhance, and connect the Butler Trail at Lady Bird Lake for the benefit of all.

The Marketing & Events Intern will work closely with the development, marketing, and events team, TTF staff and Communications Committee to facilitate TTF events and associated media and marketing efforts, and additional projects as needed. This position is a part-time, seasonal position through the spring of 2022. There is an opportunity to continue the internship through the Summer and/or Fall of 2022.

Required Qualifications

- Some experience in marketing, communications, event planning, or related fields is preferred but not required.
- Organizational, project management, time management and multitasking skills, with the ability to handle multiple priorities simultaneously.
- Excellent collaboration skills and understanding of the value of partnerships.
- Ability to communicate professionally with staff, donors, and volunteers at all times.
- Ability to work on a small non-profit team and step in to assist with various needs of the organization

Responsibilities

- Supporting with details and logistics for TTF events, including, but not limited to:
 - Spring Fundraiser (April 23-24 tentatively)
 - Maudie's Moonlight Margarita Run (June 2)
 - Twilight on the Trail (October 30 - if the internship continues)
 - Cypress Circle & Red Bud Circle donor receptions, and other donor events as they arise
 - On-Trail Programming, including small scale popup events (Music on the Trail, Santa on the Trail, etc.)
- Assist with volunteer management
- Assisting with branding and marketing for TTF
- Assisting with design of print and digital materials for TTF, including but not limited to:
 - Fundraising materials
 - Project materials
 - Ecological restoration materials
 - Event and on-Trail signage
 - Business cards and other administrative needs
- Assisting with social media
- Assisting with updates and design of website
- Assisting with newsletter (developing copy and distribution)
- Assisting with TTF messaging and copy working closely with other TTF staff

This position is current as of February 2022.

**Application process**

- Applications should be sent to resumes@thetrailfoundation.org
- Include a cover letter, resume, and a limited, applicable portfolio
- Start date: ASAP