

Administrative Internship

Description:

The Horticultural Society of New York (HSNY) is seeking a smart, detail-oriented and creative college student interested in learning about non-profit work with a focus on providing environmental, cultural and educational resources for all New Yorkers. With a small staff, the Hort has an engaging workplace environment, with value on employee input and experience. The semester-long internship is flexible enough to accommodate a student's part-time work schedule. Ideally, interns are in the office two days each week for 10-12 weeks.

Within the position of Administrative Intern are opportunities to pursue projects and activities in which one has a personal interest, such as designing newsletters, photographing gardens, or writing engaging press releases. You will work in a great office environment, with a green wall on the south facing side and plants integrated into the office architecture. For the chosen candidate, we can adjust the start/end dates and hourly commitment of the internship to fit your schedule. The internship is unpaid, but we will arrange for you to earn academic credit through your college or university.

Duties may include:

- Assisting with Hort administrative projects, including Hort events.
- Working on development projects, including membership relations, and grant applications.
- Assist in creating press releases and managing media contacts.
- Ordering of materials for projects, creating invoices, filing and copying of receipts and invoices.
- Help organize Hort office space for in-house public events.
- Attend events/meetings as a representative of the Hort.
- Answer general incoming calls and direct accordingly when receptionist is out.
- Maintain RSVP list for Hort events and provide email follow-up.
- Assist when needed with program and special events mailings.
- Assist in creating brochures and newsletters for library, exhibitions and horticulture-related events.

Required Qualifications:

- Excellent oral and written communications skills, including ability to take initiative and perform follow-up
- Excellent computer skills, including familiarity with Windows XP and Office 2003
- Ability to work with the public
- Ability to work independently and juggle multiple projects at once

Preferred Qualifications:

- At least 1 year of undergraduate school complete
- The ability to earn academic credit through your college or university
- Some experience with HTML and Dreamweaver preferred, but not required
- Interest in horticulture, community gardening, botanical art, public relations, or marketing

Hort Programs include: *GreenHouse:* A jail-to-street program at Rikers Island using horticulture as a tool to redirect inmates' lives. *GreenTeam:* An internship program for people graduating from the GreenHouse program and other at risk young men and women. *Apple Seed:* Hands-on environmental education for public and private school children. *Exhibitions:* Art inspired by botany, landscape, and horticulture. *Library:* A 10,000 volume collection with rare books and the newest publications on urban gardening.

You can learn more about the Horticultural Society of New York at: www.thehort.org.

Application instructions:

Please email your resume and cover letter to info@thehort.org with "Administrative Intern" in the subject header.