



Call for Applicants

Events and Outreach Internship

Timeframe: January 2019-April 2019, short-term contract position with flexible hours

Hours: TBD, includes some evenings and weekends

Compensation: Hourly, commensurate with experience

Summary

The Event and Outreach Intern, working closely with the Development and Communications teams, is responsible for assisting the Houston Parks Board (HPB) Outreach Manager in duties including administrative support, data entry, inventory documentation, database management, event and outreach support including attendance during evening and weekend events, archive transcription, and other duties. Candidates should demonstrate initiative, resourcefulness, and sound project management skills. This position shares the responsibility for maintaining positive working relationships and flow of information between HPB and internal and external constituents and consultants. Candidates should also exhibit resilience, customer service orientation, and a deep commitment to humble service and integrity in daily work.

Duties

- Perform administrative tasks such as generating, collating and filing documents, and acting as meeting secretary during HPB community meetings
- Coordinate all logistics, communications, and technical assistance for HPB community meetings with Outreach Manager
- Ensure relevant information is captured in the HPB database accurately and in a timely manner
- Attend after-hours and weekend meetings and events with a customer service sensibility, as needed
- Support special projects

Desired Qualifications

- A strong interest in parks and green space and efforts to improve them and make them more accessible to community members
- A drive to provide the best service possible to our communities, partners, and stakeholders
- A background in customer service is desired
- Excellent written and oral communication skills, including the ability to make complex issues understandable and relevant to external audiences
- Strong skills in Microsoft Office, Excel, Word and PowerPoint
- Proactive approach to issue identification and resolution—a problem solver
- Strong data entry and data integrity skills
- Comfortable performing routine tasks
- Ability to prioritize projects, meet deadlines, and support others in doing the same
- Respect for colleagues and appreciation of the important role that others have in HPB's mission and daily operations

Experience

- Associate or Bachelor's degree preferred
- Minimum of two years of administrative experience
- Ability to analyze and interpret data, reach sound conclusions, and make recommendations
- Ability to work independently and manage a variety of responsibilities
- Experienced in working with diverse communities and customer service
- Ability to work as a team member and foster effective, productive relationships with internal and external constituents
- Knowledge and/or involvement in Houston's greenspace and civic environments a plus
- Working knowledge of Spanish language (oral and/or written) is desired but not required

Physical Demands

- Keyboard use
- Use of routine office equipment
- Ability to lift file boxes up to 30 pounds
- Access to transportation
- Set up and break down for meetings and events

Supervisor

- Outreach Manager, with some direction from Chief Advancement Officer

To Apply

Please send resume and cover letter via email to graciefernandez@houstonparksboard.org, with "Events and Outreach Internship" in the subject line of your email. The deadline for applications is **January 11, 2019**.