

Fundraising and Event-Planning Internship

About EcoLogic:

EcoLogic works to empower rural people to restore and protect tropical ecosystems. We currently work in Mexico, Guatemala, Honduras, and Belize. These nations house some of the most biodiverse ecosystems in the world, yet they are beset by poverty. Rural communities in particular face a barrage of natural resource challenges tied to their own livelihoods and resilience, such as lack of clean water, failing fisheries, and deteriorating soils. Furthermore, the perspectives, needs, and assets of people living in and around areas that are critical to protect have historically been left out of conservation initiatives. We believe that those living near or in threatened ecosystems are best positioned to lead in their protection and restoration. But that requires conservation initiatives to be designed in ways that shift power to local people, so that they have the resources, connections, and respect they need to be effective conservation leaders.

Since 1993, EcoLogic has collaborated with hundreds of rural and indigenous communities in Mesoamerica. In partnership with local organizations (e.g. indigenous councils, fisherfolk associations, farmer networks/cooperatives, water and forest stewardship committees), we develop conservation solutions and strategies that account for the causes of biodiversity and resource loss, respond to community needs and concerns, and tap into local people's interests, knowledge, and assets. We then provide the tools, training, and resources needed to turn strategies into action. Given our commitment to integrate local priorities with conservation objectives, EcoLogic initiatives end up taking on a pragmatic form that fosters local participation and yields benefits to both biodiversity and local communities.

EcoLogic Internships and Volunteer positions:

All EcoLogic internships and volunteer positions are unpaid, but we are happy to work with your college or university to help interns receive college credit or external funding for their EcoLogic internship.

Our internship schedules are flexible within normal business hours, but we will give preference to candidates who can commit to a minimum of 15 hours per week for at least three months.

Responsibilities:

As Fundraising and Event Planning Intern, you will be responsible for several tasks supporting primarily our Individual Fundraising activities. EcoLogic has one major fundraising event in October of each year, which you will help plan. This includes researching and communicating with potential venues, caterers, speakers, and guests. This event has a seated dinner and an auction, so you also will help us solicit items to be auctioned off and sponsorships of the dinner.

EcoLogic does several mailings each year of newsletters, appeals, and event invitations. You will assist with the mailings and some online communications with our donors via email and social media. You also will help with some administrative support such as updating and correcting database records and gathering the correct documents for state fundraising registration renewals. Other fundraising responsibilities may include tracking donations and income from each appeal, assessing/analyzing results compared to previous appeals, and other administrative support as needed.

Qualifications:

- Interest and some background in event-planning
- Interest and some background in fundraising and/or marketing
- Good organization skills
- Ability to work independently and creatively on projects, from concept through completion
- Experience with Raiser's Edge or other fundraising database preferred, but not required
- Good social media/web content management skills (e.g. Facebook, Twitter, and LinkedIn) preferred, but not required

To Apply:

To apply for an internship, please send your resume and a cover letter to work@ecologic.org with the internship title in the subject header.