

**Internship (paid)
Blue Sky Funders Forum**

Position Description:

The Blue Sky Funders Forum seeks an intern (paid) to assist and support in advancing Blue Sky programs and events in 2022. With guidance from Blue Sky staff, the intern will handle tasks related to programs and events hosted by Blue Sky Funders Forum. A detailed scope of work is provided below.

About Blue Sky Funders Forum:

The Blue Sky Funders Forum is a funders collaborative that exists to inspire and increase philanthropic investments and the community of funders supporting equitable access to meaningful outdoor experiences and connections to nature. Our vibrant membership welcomes all types of funders and supporters of this vision (private foundations, corporate giving programs, and government grant makers). We are a community united in the belief that when people have meaningful experiences outdoors their quality of life, health and social wellbeing improve, and in turn, their communities become stronger and more sustainable. Blue Sky is a working group of the Environmental Grantmakers Association (EGA). Blue Sky coordinates Rethink Outside™ – a shared narrative campaign co-generated through a multi-year, inclusive process to move the vital work of connecting people with the outdoors from a 'nice to have' to an absolute necessity, and Rethink Outside™ Fellowship.

Timeframe: 12-16 weeks (late January 2022 to mid May 2022)

Hours: 10-15 hours per week

Location: Flexible

Compensation: \$20/hour

Scope of Work:

The intern will support the planning and implementation of Blue Sky programs and events and contribute to associated communications and outreach efforts. This includes virtual events such as topical webinars, learning series, and member coffee chats, and an in-person annual convening scheduled for May 9-11, 2022 in Atlanta, GA. Specific tasks include:

- Support development of event agenda / run of show
- Speaker identification, outreach, and follow ups
- Manage registration and participant outreach
- Compile slide decks and background materials
- Develop a communications plan for event promotion and outreach through Blue Sky channels (website, newsletter, social media, email outreach)

- Provide support during the events (If schedule allows, costs for in-person event will be covered by Blue Sky)
- Follow up communications and tasks (thank yous, speaker gifts and honoraria, updating contact lists, debrief calls)
- Other tasks as needed to support Blue Sky's upcoming programs and events

Desired qualifications:

- Recently completed or currently pursuing an undergraduate or graduate degree
- Coursework or experience in environmental studies, social sciences, education, communications, or a related field
- Demonstrated commitment to or interest in advancing racial equity and justice
- Strong interpersonal skills and ability to communicate with and engage a range of stakeholders
- Event planning experience and familiarity with virtual platforms such as zoom.
- Strong research, writing, and editing skills
- Familiarity and experience with social media platforms, website and database management. Comfortable using Google suite, Microsoft Office suite, WordPress, Mailchimp
- Effective follow-through and ability to meet deadlines
- Meticulous and detail-oriented
- Ability to work independently
- Reliable access to personal computer, internet, and phone service

To Apply:

Please email a cover letter and resume to info@blueskyfundersforum.org indicating "2022 Internship" in the subject line. Applications are due January 15, 2022. No calls, queries, or faxed applications will be accepted.

EGA is an equal opportunity employer and invites applications from candidates regardless of race, gender, sexual orientation, age, disability or religion.