



## **Education & Outreach Internship**

**Department:** Education

**Hours:** Full-Time, Seasonal

**Start Date:** May 2025

**Application Deadline:** February 1, 2025, or until position is filled

The Education & Outreach Internship at Jenkins Arboretum & Gardens provides a unique educational experience in the environmental nonprofit sector. Successful applicants will have the opportunity to work closely with education and outreach staff in diverse aspects of public garden administration, public programming, and nonprofit communications. In addition to gaining experience in content creation for digital and print media, Interns may have the opportunity to participate in facilitating public programs (virtually and/or in-person), videography, light graphic design, interpretation, and visitor experience.

### **Candidates**

Candidates with diverse educational/career goals in the fields of science, education, communications, marketing, or related fields are encouraged to apply. Must be a self-starter who can work independently. An appreciation for plants and nature is encouraged. Intern candidates will be considered based on a combination of interest in the field, previous work experiences, educational background, and future career goals. Previous education or practical experience in related fields is desirable, but not required.

### **Term and Compensation**

The term of the Education & Outreach Internship will be for the summer season, generally 8 to 10 weeks. Start dates are flexible, but Internships generally begin in May and run through August. The Intern works during normal office hours, Monday through Friday from 9 AM – 5 PM, with occasional weekend and evening hours. This is an on-site, in-person position. Interns are paid \$14/hour and are welcome to take unpaid vacation time off occasionally during the summer with approval. Additionally, Interns will be invited to join occasional staff field trips.

### **Obligations and Duties**

Working closely with the Education Manager and the Director of External Relations, the Education & Outreach Intern will assist in numerous activities required to communicate Jenkins' mission on social media platforms, on our website, in print material, and through educational programming. The Intern will work with diverse audiences and age groups, from adults to youth (mostly ages 2 – 8).

### **About Jenkins**

Jenkins Arboretum & Gardens is a 48-acre public garden located in Devon, Pennsylvania. Since its inception in 1976, Jenkins has celebrated the wonder of plants and place, serving as a destination

for education, conservation, and community connection. Jenkins is open daily and is free of admission.

**Application Procedure and Deadline**

Submit completed Internship application form and cover letter to [employment@jenkinsarboretum.org](mailto:employment@jenkinsarboretum.org). Deadline to apply is February 1, 2025, or until position is filled. Applications can be found online at [www.jenkinsarboretum.org/internships](http://www.jenkinsarboretum.org/internships)



## Education & Outreach Internship Application

**Contact Information:** Please complete all fields.

Name:

Address:

City:

State:

Zip:

Telephone:

Email:

**Education:** List current or most recent first.

Degree Held:

Major:

Minor:

Institution:

Date of Completion:

Degree Held:

Major:

Minor:

Institution:

Date of Completion:

**Work Experience:** List current or most recent first.

Position:

Employer:

Dates of Employment:

Position:

Employer:

Dates of Employment:

Position:

Employer:

Dates of Employment:

**When** are your ideal start/end dates for the Internship?

Are you available to work evenings and weekends?

**References:** List three references.

Name/Position:

Phone Number:

Institution:

Email:

Name/Position:

Phone Number:

Institution:

Email:

Name/Position:

Phone Number:

Institution:

Email:

**Please prepare a brief, one-page essay** describing why you would like to work as an Education & Outreach Intern at Jenkins Arboretum & Gardens. Describe your past experiences related to nonprofits, how the internship experience might relate to your academic or professional goals, and attach any additional information you would like to include with this application.