



POSITION TITLE:

Foster Beelief Membership Intern (Unpaid internship/volunteer opportunity)

POSITION PURPOSE: Foster Beelief's mission is to foster awareness for the honeybees, provide education on their plight, and organizing action for their future. Foster Beelief is a honeybee charity based in Savannah, Georgia. Foster Beelief aims to promote sustainability through the education of the at-risk honeybee population, increase STEM interests in minority students, increase the progression and research in all Historically Black Colleges and Universities degree programs, build stronger industry and community partnerships, and increase citizen involvement in communities. The intern selected will assist in developing and refining volunteer engagement strategies, organizing data, corresponding with volunteers, and local events and will receive Foster Beelief specific training. Visit our website at Fosterbeelief.org

POSITION REPORTS TO: Foster Beelief's C.E.O. (C.E.O. is based in Savannah, GA area; however, the position can be done from anywhere).

SCHEDULE/TIME COMMITMENT: Interns will complete 10 hours per week for 12 weeks (3 months) generally weekdays 9-2pm (openings vary). The hours themselves are flexible, but there are some duties that require frequent check-ins. This is an unpaid position.

RESPONSIBILITIES:

- Organizing and cleaning a database of volunteers through Google Sheets and Excel
- Developing a university chapter of Foster Beelief
- Developing, reviewing, and editing mass correspondences
- Identifying areas of growth in Foster Beelief's volunteer engagement strategies and assisting in developing solutions
- Assisting in special projects and assignments

REQUIREMENTS:

- A strong interest in supporting Foster Beelief's mission
- Interest and or experience related to the environment, policy work, nonprofit work, or another similar field in progress
- Proactive, highly motivated, and self-starting attitude
- Ability to work independently
- Detail-oriented
- Ability to think both strategically and creatively
- Ability to be organized and prioritize well in order to meet deadlines
- Must be 18 years or older

DESIRED SKILLS:

- Database management experience
- Volunteer coordination experience
- Event planning and/or public speaking experience

TO APPLY:

Send your resume + cover letter to: Info@fosterbeelief.org with the subject **Membership Intern**

Please review our website at Fosterbeelief.org. As a grassroots organization, internships are unpaid. We do not suggest relocating for this unpaid internship and we do not provide any housing or relocation assistance.

Foster Beelief is committed to creating a diverse environment and is proud to be an equal opportunity organization. All qualified applicants will receive consideration for this internship position without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, disability, age, or veteran status.