

Job Title: Non-Profit Administration Intern

Name/Title of immediate supervisor: Richard Lansdowne, Operations Manager

Employing Agency: Ithaca Children's Garden (ICG)

Agency Address: 1001 W. Seneca St. Suite 101 Ithaca, NY 14850

Agency Phone: 607-319-4203

Email Address: richard@ithacachildrensgarden.org

Website: www.ithacachildrensgarden.org

Work site: 1001 W. Seneca St. Suite 101 Ithaca, NY

Wage: \$12.50 per hour (Federal Work Study required or unpaid internship)

Hours per week: 15-35 hours per week

Start Date: flexible between May 22 and June 11

The mission of Ithaca Children's Garden is to inspire the next generation of environmental stewards through engaging hands-on activities, child-led explorations, and embodying the Playwork Principles of supporting child-led free play.

Work with ICG's administrative team to support the day-to-day administrative tasks and duties typical of many non-profit organizations. Assist with program registration, support donor relations, manage summer camp rosters, assist with program and event management, answer phones, assist with meeting preparations, and support data management efforts.

Responsibilities:

- Support summer camp and other program registration and communication
- Support donor and member management
- Assist with event and special program planning
- Make phone calls to acquire information and request donations
- Prepare for and participate in meetings
- Data management and data entry

Requirements:

- Comfort with basic office programs
- Quick learn in new database systems (RegPack, eTapestry, Wufoo)
- Professional phone etiquette
- Solid oral and written communication skills

Please apply online: <https://ithacachildrensgarden.wufoo.com/forms/stmvg2m192cixu/>

More information on ICG Summer Positions: <https://ithacachildrensgarden.org/about/employment/>