

Job Title:	Membership/Marketing Intern
Department:	Development
Work Location:	Hermann Park, Houston, TX
Full-time/Part-time:	Part-time, 8-10 hours per week, plus some night/weekend special events
Effective Date:	Immediately

Primary Focus:

Hermann Park Conservancy is a citizens' organization dedicated to the stewardship and improvement of Hermann Park—today and for generations to come. Under the direction of the Marketing and Communications Manager, the Membership/Marketing Intern is responsible for assisting the development team with on-going marketing initiatives and maintaining an interactive and informative presence of the Conservancy and its programs in high-traffic areas throughout the Park. This position requires a high degree of customer service and public interaction.

Job Description

The Membership/Marketing will assist the development team with various tasks related to communications and outreach. The intern will also greet and assist visitors in a friendly and positive manner while spreading awareness of the Conservancy by providing information on the organization's mission, initiatives and its programs and promoting/selling Conservancy memberships.

Responsibilities

- Work with development team on recurring tasks, including but not limited to membership renewals, data entry, responding to phone calls and email, planning selected Conservancy events and programs.
- Assist with writing, managing and scheduling social media posts.
- Develop written content for the Conservancy's website and print publications.
- Set-up, staff, and breakdown a Conservancy tent and information table in designated Park areas, including but not limited to, Kinder Station and the McGovern Centennial Gardens.
- Provide information to Park users about Hermann Park Conservancy's programs, mainly its membership program.
- Have thorough knowledge of the Conservancy's initiatives and membership program and be able to explain the benefits.
- Make membership sales pitches to visitors and be comfortable making sales transitions
- Motivate Park visitors to become a part of Hermann Park Conservancy's programs through membership, volunteering, and through sharing general information.
- Ensure a memorable and informative visitor experience through interactions with Park users.
- Assist with various Conservancy programs and special events, as needed.

Qualifications

- Excellent written, oral and interpersonal communication skills
- Experience in writing and editing content for print, web and social media
- Proficiency with social media platforms – Facebook, Twitter, and Instagram
- Experience working with the public in a visitor/customer service setting
- Outgoing and energetic personality with the ability to work with children and families
- Graduation from high school or GED or students/graduates majoring in communications or other related field
- Must be flexible in availability for work shift, especially on weekends & holidays
- Able to work outside in a variety of weather conditions including extreme heat
- Able to lift a minimum of 50 lbs.
- All employees must pass a pre-employment background check

Salary and Hours

- Part-time, 8-10 hours per week plus some night/weekend special events, \$10.00 per hour
- Flexible hours around school/working schedules

How to apply:

Mail or email resume and cover letter to:

Hermann Park Conservancy

Attn: Marcus Powers

1700 Hermann Drive, Houston, Texas 77004

E-mail: membership@hermannpark.org