



Art | Nature | Wellbeing

## **POSITION OPENING**

Program Intern

### **ABOUT BRUSHWOOD CENTER**

Located among pristine woodlands in the Ryerson historic home in Riverwoods, IL., Brushwood Center at Ryerson Woods promotes the importance of nature for nurturing personal and community wellbeing, cultivating creativity, and inspiring learning. In doing so, we honor the legacy of those who came before us on this land and champion a region where people will care about and for nature. Brushwood Center is a 501 c3 nonprofit organization.

### **POSITION DESCRIPTION**

The Program Intern will work closely with the Program Coordinator to help carry out nature-inspired arts and wellbeing programming for audiences of all ages. The ideal candidate enjoys working with people and being part of a team, but also thrives independently. The primary responsibility will be assisting with administrative and organizational tasks related to programming. There is also the possibility of creating a special project tailored to the intern's specific interests or career goals.

**HOURS:** 15 hours per week

**RATE:** \$12 per hour

### **QUALIFICATIONS**

- Strong written, oral and interpersonal communication skills
- Excellent organizational and time management skills and practiced problem solver
- Bilingual candidates preferred with excellent written and verbal skills in both English and Spanish
- Must be proficient in MS Office Suite, Twitter, Facebook, and Instagram
- Must be able to lift heavy tables and chairs (roughly 40lbs)
- Pursuing a degree in Arts, Environment, Education, Wellness, or related degrees

### **RESPONSIBILITIES**

- Assisting with social media outreach
- Preparing and organizing materials for programming
- Assisting in facilitating programs
- Day-to-day organizational and administrative tasks around the building

Candidates must be able to drive and have access to reliable transportation.

Please send a cover letter and resume to [info@brushwoodcenter.org](mailto:info@brushwoodcenter.org) by September 17, 2018.