



NEXT Steps Youth Entrepreneur Training Program
A 501c3 Tax Exempt Non-Profit Organization

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A Service Partner Of
The Outdoor Foundation



INTERNSHIP JOB DESCRIPTION
Outdoor Nation Campus Club Special Event Coordinator
An Equal Opportunity Employer
Resume Submission Deadline: January 15, 2012

Take Your Education On A Mission!

Through the Outdoor Nation initiative, The National Park Service and The Outdoor Foundation have joined with The North Face to address this head on by launching a major national program that will leverage and strengthen the existing network of outdoor clubs on college campuses across the country. Transforming these traditional outdoor clubs into powerful Outdoor Nation hubs, college students will be charged with expanding the club concept into high schools -- introducing younger peers to outdoor experiences and opportunities. The program provides a high profile way for universities to: connect with the local community, build on existing outdoor, environmental and sustainability efforts and give students a great learning and leadership experience.

DESCRIPTION

As the Atlanta Campus Club Coordinator, The NEXT Steps Youth Entrepreneur Program (NSYEP) is looking for a college student that is interested in event planning, marketing, and non-profit work. The student will participate in an internship with launching the Outdoor National Campus Club Atlanta Pilot Program. This position will have a specific focus on coordinating monthly field trips for the Campus Club participants.

Responsibilities:

- Assist NSYEP Executive Director, Program Partners, and Campus Club Fellows with participant management, sponsor reporting and record keeping for each event and activity.
- Assist with the planning, coordination and execution of logistics operations for each event.
- Conduct cold-calling and letter writing campaigns to community stakeholders, news and social media/reporting outlets.
- Respond to student and Program Partner inquiries via phone, email and mail.
- Work with Campus Club and Program Partners on day-of-event logistics.
- Assist NSYEP Executive Director with special projects and administrative duties as assigned.

REQUIREMENTS

- Excellent written and oral communication skills.
- Ability to prioritize and handle multiple projects while maintaining an organized environment.
- Possess a strong attention to detail.
- Some experience making cold-calls is preferred.
- Comfortable working in a team environment, but also capable of functioning independently.
- Strong knowledge of Microsoft Office Suite.

Additional Details:

- This is a paid internship based in the NSYEP extension office located at the Harland Boys & Girls Club, 434 Peoples Street Southwest Atlanta, GA 30310. **Do Not Make Phone, Email or In-Person Inquiries At This Location!**
- Other evening/weekend hours may be required as needed (dates will be given in advance).
- A minimum of 5 hours per week is required.

To apply, please visit <http://nextstepsyep.org>. Applications are only accepted via online submission. Due to staffing limitations, inquiries can only be answered via email.