



Special Events and Programming Intern — Part Time

Plan, staff, and support events/programming across the Lincoln Park Conservancy

Start Date: ASAP

Salary: Stipend

Hours: Flexible, 10-25 hours / week

Position Type: Hybrid

Organization Background

The Lincoln Park Conservancy's mission is to preserve and enhance Lincoln Park's inspiring beauty for current and future generations. Established in 1984, the Lincoln Park Conservancy works to enhance Chicago's largest park through volunteer power, fundraising and park improvements. Through its master agreement with the Chicago Park District, the Conservancy manages treasured Park sites including the Alfred Caldwell Lily Pool, Abraham Lincoln Monument and Gardens, Lincoln Park Conservatory and North Pond Nature Sanctuary, in addition to general stewardship activities across Lincoln Park's 1,200 acres. Our volunteer docents offer free tours of the park's natural, historic and cultural elements in order to build visitor connections to these unique places. Monthly wildflower walks are hosted at the Lily Pool and North Pond, educating guests about Chicago's historic connection to them and their importance to local ecology. Conservancy volunteers give back nearly 3,000 hours of service each year, engaging with park visitors and maintaining this portion of Lincoln Park. One unique aspect of the Conservancy's approach is that when the Conservancy commits to a site, it embarks on the site's long-term care and if needed, restoration. As the Conservancy's managed sites are free of admission, the private funding we raise to support these park assets is of central importance.

Job Description

The Lincoln Park Conservancy seeks a part-time Special Events and Programming Intern to work under the Manager of Administration. They will be provided a stipend for food and transportation. They will support event staffing and planning across the Conservancy with a primary focus on our largest fundraiser of the year – The 2023 Wonders of the Park Gala. Managed primarily by the Manager of Administration, we are looking for someone who can assist in a leadership as well high-detailed oriented capacity to oversee this event and others like it. Additionally, this position supports the onsite events and permitting at the Alfred Caldwell Lily Pool including on some evenings and weekends. Part of this job also includes administrative tasks as needed.

We are a small, but mighty team. We all support each other and work together on major projects/events. Your role may expand to include support of additional tasks as needed leading up to these events. You also will have some flexibility to work with other staff on small projects based on interest and availability.

Key Position Responsibilities

- Work with our team to strategic plan aspects of the 2023 Gala including auction, day-of programming, volunteer management, and outreach
- Manage the gala email inbox and maintain our gala/auction website
- Organize, track, and update auction item donations
- Brainstorm strategies for auction/sponsorship outreach and volunteer engagement
- Create/collect digital assets for social media posts about sponsors, auction items, etc.
- Attend monthly Gala committee meetings
- Provide direct event support for the Gala including prepping the week of the Gala, day-of set-up, and event support during and after the actual event
- Assist with event set up, guest access and support, and event breakdown for events at the Alfred Caldwell Lily Pool and Lincoln Park Conservatory
- Support our Earth Day programming and new logo launch

Qualifications

The ideal candidate will be available some evenings, Saturdays, and/or Sundays. They will enjoy and excel at event planning and management, be at ease working with people who may be under stress, and have a detail oriented eye. The position requires lifting up to 30 lbs., a desire to work both indoors and outdoors, and a love of parks and nature. Ideal candidate will be proficient in Microsoft Office software and possess excellent interpersonal and communication skills. Experience working with small teams is highly desirable. Graphic design experience is helpful.

Please email your resume and cover letter to:

Patrick Mucerino, Manager of Administration
info@lincolnparkconservancy.org

Subject Line: Special Events and Programming Intern

EEOC is the Law. You can learn more about our commitment as an equal opportunity employer here:
<https://www.eeoc.gov/poster>.