



Botanical Garden of the Ozarks

Position: Communications and Marketing Intern

Department: Communications

Reports To: Communications Coordinator

Hours: Full or part time - BGO will accommodate class schedules to the best of their ability

Opportunities

- Taking photos of the Garden and its events
- Choosing photos from photographers to post on social media, use in ads, and include on website
- Posting on Instagram and Facebook; writing fun and captivating captions
- Assisting with creation of advertisements, posters, programs, press releases, etc.
- Collecting information from staff to include in monthly newsletters and e-blasts
- Update website information and event forms

Preferred Qualifications

- Strong writing and communication skills
- Ability to work on computer and use digital camera
- Graphic design experience (Adobe Illustrator, Canva)
- Ability to use or learn Wordpress (website)
- Experience using social media
- Hard-working, creative, and ready to brainstorm!

Compensation & Experience

- This is an unpaid internship as we are a small non-profit.
- However,
 - You will learn a lot of practical skills when it comes to a career in communication and marketing
 - You will work with a fun, easy-going team
 - You will get to enjoy the Garden and its events for free!

Interested applicants should send a resume to Lane Berrey, Botanical Garden of the Ozarks Communication Coordinator, at lberrey@bgozarks.org

**The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.*