

MARKETING & DEVELOPMENT INTERN

Location: ARPF Office (Carmichael, CA) with opportunities for field and event work

Format: Hybrid – in-office or remote with in-person events

Term & Hours: Minimum 90 hours over 8–16 weeks (flexible schedule; some weekends)

Compensation: Unpaid volunteer internship; academic credit may be arranged through your school

Reports to: Development & Communications Manager and Natural Resource Manager

Role Summary

Help tell the story of the Parkway through creative outreach, communications, and event support. This role is ideal for students interested in marketing, public relations, or nonprofit development who want to build their professional portfolio while contributing to environmental awareness.

What You'll Do

- Create engaging social media and website content
- Assist with donor communications and acknowledgments
- Assist with research grant and donor opportunities
- Support event marketing, photography, and logistics
- Collaborate with staff to develop outreach materials

Skills Gained

- Nonprofit marketing and communications
- Fundraising and donor relations basics
- Social media and digital content creation
- Event coordination and promotion

Qualifications

- Interest in Marketing, Communications, Journalism, or Environmental Studies
- Strong writing and creative skills
- Familiar with social media platforms and design tools (or willing to learn)
- Reliable, organized, and collaborative

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Time Commitment

Minimum 90 total hours. Typical hours are weekdays 8:00 am–4:00 pm, with occasional weekend commitments.

How to Apply

Email ajulien@arpf.org with the subject line **“Marketing & Development Intern – [Your Name]”** and include:

- A short statement of interest
- Your résumé (optional but encouraged)
- Your school/major and desired term