



Empowering Students  
Driving Environmental Innovation  
Creating Visionary Leaders  
Changing the World

## Internship Position

### Assistant Development Coordinator

#### **Who Should Apply?**

Motivated college students who are interested in working with a fast-growing nonprofit seeking to promote sustainability through student empowerment. If you love working for environmental preservation, willing to meet new people, enjoy networking and building relationships, and want to make a difference to local communities and regional school students, then you should consider applying.

#### **Location:**

Much of the work will be done remotely. Meetings, briefings, planning sessions, studies and updates will take place at: The Althouse Arboretum, 1794 Gilbertsville Road Pottstown, PA 19464. Alternate arrangements can be made for these meetings if you live too far away to attend in person.

#### **Time Commitment:**

10-15 Hours per week, May through August.  
Position is unpaid.

#### **About GreenAllies:**

GreenAllies is a 501c3 non-profit organization with a mission “to empower and support students to innovate and lead environmental sustainability efforts”. We envision a world where environmentally sustainable practices are commonplace as a result of continued partnerships and shared commitment between communities and their inspired student leaders. Our work centers around two program priorities: Local work centering on The Althouse Arboretum and global work through our Green Allies Network.

#### **Position:**

The Assistant Development Coordinator’s (ADC) primary responsibility is to create and implement a development plan that details how GreenAllies identifies funding sources such as grants, in-kind donations, and marketing opportunities. He/she will coordinate and implement promotional strategies for the organization.

The ADC will report to, and work in close collaboration with the Executive Director, Development Committee, and the Board of Directors as he/she plays a key role in identifying, cultivating, soliciting, and stewarding partners to achieve the goals of the organization, including aligning fundraising efforts with the new strategic plan.



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**Responsibilities:**

- Plan, administer, implement and refine promotional activities of GreenAllies
- Research, cultivate, and directly solicit individual and corporate sponsorships and major gifts, working with the Executive Director and Board, as appropriate
- Coordinate promotional activities at conferences and events
- Research and assist with grant applications and proposals
- Provide regular, detailed activity reports to the Executive Director, Board of Directors and others

**Qualifications:**

- Basic working knowledge of GreenAllies programs
- A passion for environmental issues and sustainability projects
- Good verbal and written communication skills
- Demonstrated experience in creating and managing programs/events
- Detail-oriented and highly organized
- Ability to multi-task and manage competing priorities while achieving results

Please submit a cover letter and resume to [ken@green-allies.org](mailto:ken@green-allies.org) by April 1, 2017

How to Apply

Contact GreenAllies for details. All inquiries should be directed to:

Ken Hamilton  
Executive Director  
GreenAllies  
35 King Road  
Green Lane, PA 18054  
[ken@green-allies.org](mailto:ken@green-allies.org)  
267-371-2288