Position Announcement

**Title:** Programming, Events & Outreach Intern

**Location:** Allerton Park & Retreat Center, 515 Old Timber Rd., Monticello, IL 61856

**Dates of Internship:** Late May to late July

**Position Description:** Allerton Park & Retreat Center offers a variety of programs and public events throughout the summer. The Programming, Events & Outreach Intern will have the opportunity to work alongside Allerton staff as they plan, organize and implement these programs and events.

The Programming, Events & Outreach Intern will work on a variety of projects and task, such as creating and distributing outreach material, planning and working special events, and assisting with volunteer management. They will also be involved with planning and implementing 2022 Allerton Day Camps. This position requires working outdoors under a variety of seasonal environmental conditions.

**Qualifications:** Applicants must be a current undergraduate or graduate student. Those working towards a degree in Recreation, Tourism, Education, Nonprofit Management or related field preferred. Successful applicants must have good interpersonal skills, be able to communicate effectively with all age groups, and have the ability to work independently as well as within a team.

**Requirements:**
- Work ~40 hours per week including early mornings, nights, weekends, and holidays
- Have a valid driver license and transportation to Allerton
- Pass all necessary background checks
- Experience using MS Word, Excel, PowerPoint and Publisher
- Flexible disposition and ability to work in a hectic environment
- Able to maintain a high level of prolonged physical activity in the outdoors

University of Illinois staff are required to be fully vaccinated with a university-accepted vaccine and receive a booster when eligible.

**Deadline to Apply:** March 18, 2022

**To Apply:**
Send cover letter, resume, and three references to Olivia Warren at owarren@illinois.edu