INTERNSHIP

**Purpose:** One Montgomery Green Inc, (OMG) a Maryland non-profit dedicated to promoting Montgomery County as a model sustainable community, is seeking applications for an Intern for approximately 20-30 hours per month. The intern will be expected to support OMG’s events and activities in general as well as specific duties described below. This position is open to all.

**General Duties:** Will include participation in OMG meetings and events as assigned, data entry; communications with staff, supporters, volunteers and the public.

**Program Support:** May include researching of geographic information and resources (both online and outreach by phone and email) for mapping project. Further support includes helping operations with maintenance, planning, coordinating details and documenting of programs including CleanHeadwaters, Climate Resilience and OMG in the Arts. These program allows for significant interaction with local schools and PTAs, nonprofits in the community focused on arts and the environment and other environmentally friendly businesses, civic associations and organizations.

The **ideal candidate** will have the following attributes/skills and is expected:

- to be on time for meetings and other activities, to dress appropriately for the activity and to demonstrate professional behavior during his/her work with OMG..
- to possess a positive attitude, good organizational & interpersonal skills and a commitment to building sustainable communities
- to have working computer skills including knowledge working with software applications like Constant Contact, MS Excel, WordPress and MS Word will be a plus.
- familiarity with social media platforms Facebook and Twitter
- Spanish language skill will be a plus.

Please fill out the online application and provide

- Three (3) references related to work included in this RFP. For each reference please include the following: Organization name and address, Contact name, email and phone number and contract type and/or description of services provided

**RFP coordinator:** All correspondence and questions regarding this RFP must be sent to info@onemontgomerygreen.org. All questions must be submitted in writing. Questions and answers responses will be provided within 3 days of submission.

**Interview, Selection and Notification:** Acceptable candidates will be contacted by email or phone to conduct a phone and/or in-person interview. Selection will be completed by the OMG team and its board of directors. Applicants will be notified via email on the date of the Board’s decision.