



Summer Membership Intern Job Posting

The mission of the Houston Botanic Garden is to enrich life through discovery, education, and conservation of plants and the natural environment. HBG will start welcoming visitors to a world-class botanic garden in 2020, inspiring people to love plants and be good stewards of the natural world.

The Houston Botanic Garden is seeking a Membership Intern for 8-10 weeks this summer who will take on essential administrative tasks to include: researching national and local membership programs, as well as software programs for membership, philanthropy, and sales; preparing reports; writing, editing and/or proofing letters, emails, presentation speaking points, and other content; assisting with and/or proofing data entry; and assisting with events.

S/he must be proficient in Microsoft Office Suite (especially Word, Excel and PowerPoint), be able to multi-task in a fast-paced and dynamic environment, and perform his/her work with accuracy and precision. Database experience is preferred. InDesign experience a plus.

Minimum age requirement is 18 years or older.

Main Job Responsibilities:

- Data/Research
Conduct quantitative research and prepare reports; Data entry and verification
- Development
Help develop options for a membership program within the context of HBG fundraising events, solicitation cycles, and donor giving
- Assist with Special Projects, as needed

Qualifications:

- Motivated self-starter
- Ability to gather similar information on numerous membership-based organizations
- Strong attention to detail
- Excellent verbal and written communication skills
- Ability to participate in a team as well as acting autonomously as appropriate
- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher)
- Donor database software experience is preferred
- Experience with Adobe InDesign and/or Illustrator (desired)

Application Procedure: Interested candidates, please send a signed cover letter and resume to hr@hbg.org. We will contact those candidates who most closely match our requirements. Thank you for your interest in *Growing Houston's Garden!*