



LEGACY GREENSCAPES

MARKETING and EVENTS INTERN – ANNOUNCEMENT

Legacy Greenscapes, Inc. (LG) manages Clark County's newest park, Legacy Grove, to ensure people can enjoy clean, safe, and beautiful parks. LG is committed to providing the region with public parks that raise the quality of life of our communities. Parks offer a space for people to play, exercise, imagine and connect with neighbors. Legacy Grove is an inclusive 31-acre park with features for people of all ages and abilities. The park continues the healing mission of the community hospital located on the site from 1967 to 2012.

Legacy Greenscapes, Inc. (LG) is seeking a part-time Marketing and Events Intern to work with LG staff to promote programs and events for its park. Work includes a variety of professional, administrative, and physical duties. Must be willing and able to work flexible hours, weekends, holidays, and evenings as needed. The internship has opportunities to work remotely and allows flexibility in schedule. The position will report directly to the Legacy Greenscapes Executive Director.

The Marketing and Event Intern will assist park staff in marketing and supporting park programs, including Legacy Grove Park's Environmental Education programs, the Second Annual Legacy Nights music series on the second Tuesday of every month from May to October 2023, as well as other opportunities to strengthen branding and marketing the park and its offerings.

Strong candidates will have the following attributes:

- Knowledgeable in graphic design
- Experience in the Canva design platform (or similar)
- Experience in event set-up
- Excellent writing and verbals skills
- Strong leadership skills
- Eagerness to learn

Duties will include the following:

- Updating social media event pages and strengthening social media exposure to the public
- Designing event graphics and updating event pages
- Taking photos for social media at events
- Possibility to design event t-shirts, banners, and flyers
- Working alongside event vendors, volunteers, and sponsors.
- Distributing event information
- Supporting the Legacy Night series event
- Supporting various park programs
- Working alongside staff for online marketing

Minimum requirements

- Polite, respectful, and professional.
- Able to exercise discretion and judgment.
- Fair, trustworthy, sound reasoning skills, strong work ethic, and pro-active.
- Able to work independently with minimal supervision.
- Able to present ideas and recommendations clearly and concisely, both verbally and in writing.
- Ability to plan and direct work activities, manage time efficiently, and set priorities.
- Demonstrated proficiency in software programs, including marketing and communications programs, Google programs, and smartphone/tablet applications.
- Ability to work inside and outside, with exposure to varying weather conditions and extreme cold and heat.
- Potential candidates must submit a background check.

To apply, please follow the instructions as listed on the Legacy Greenscapes website, Get Involved/Careers page: <https://legacygreenscapes.org/get-involved/careers/>