

About the Internship

Walk San Francisco's Membership and Outreach Internship will offer eligible students a fun and challenging opportunity to gain valuable skills in fundraising and non-profit experience while helping to build a strong voice for pedestrian safety, sustainability and livable, walkable urban design in San Francisco.

This is an excellent opportunity for a person who's interested in building sustainable cities to learn how a non-profit organization really works – get in on the ground floor of a small, rapidly growing non-profit.

This internship offers a **flexible schedule with a minimum of 10-hours/week** (weekdays and weekends), for a **commitment duration minimum of three (3) months**. The internship offers a small stipend, and Walk SF is able to work with any academic requirements to help interns earn college credit. Students may partner as part of a two-person internship team to collaborate on shared coursework or class project requirements.

About You

Walk SF is looking for someone passionate about walking and pedestrian safety and who thrives in a fast-paced, non-profit environment:

- Highly motivated self-starter, comfortable working independently with minimal supervision
- Reliable, hard-working, and diligent
- Extremely detail-oriented
- Results-oriented, problem-solver
- Commitment and/or interest in active transportation, sustainability or urban planning
- Solid understanding of customer service and/or office management responsibilities

Minimum Required Skills & Experience

- Strong oral and excellent written communications skills
- Strong interest in Membership/Outreach
- Track record of working well on team projects, as well as working independently
- High attention to detail and passion for work output quality
- Professional experience in non-academic environment
- Proficiency with Office Suite (Word, Excel, PowerPoint) and Macintosh computers

Preferred Skills & Experience

- FileMaker, CRM, or other relational database experience
- Basic Web/html experience
- Data analysis/reporting experience

Internship Skills & Knowledge Offered

- Real-world grassroots experience in non-profit membership management
- Project management experience through volunteer and event programming
- Experience planning/implementing membership recruitment, management and outreach programs
- Valuable, hands-on skills, including sought-after technical abilities with database, web, and social media management tools
- Local business sponsorship solicitation
- Social media/website support

Apply today via email: info@walksf.org