



MARKETING & DEVELOPMENT INTERNSHIP

Introduction: The Butterfly House & Aquarium (BHA) is a 501(c)(3) nonprofit organization. Home to South Dakota's only saltwater aquarium and tropical butterfly conservatory, the BHA offers unique hands-on experiences for Sioux Falls and surrounding communities. This internship provides an excellent opportunity to gain development and marketing skills in a non-profit field while broadening your professional skills base.

Mission: Inspiring conservation of the vital building blocks of sea, sky, and land

Primary Duties:

- Assist in brand implementation with written, digital and printed marketing
- Assist in event planning
- Assist with formatting documentation to ensure brand compliance
- Network with other professionals in the Sioux Falls area
- Attend webinars or trainings to help build on professional skills
- Participate in all roles as needed to fulfill the organizations needs
- Assist with developing educational materials

Qualifications:

- Pursuing or hold a degree in business, marketing, environmental studies, or related fields
- Must be 18 or older
- Must be able to lift 45 pounds
- Must be a team player, able to follow instructions, and have a positive attitude
- Have strong communication skills, a desire to learn & understand the purpose behind marine education in a land-locked location
- Must be able to present themselves in a professional setting
- Must follow conduct policies outlined in the Volunteer Handbook
- Must be willing to have a flexible schedule and be on time
- Having a general understanding of how a non-profit functions is preferred

Assessment:

A satisfactory evaluation will be given to students who comply with their scheduled shifts, perform all tasks with honest effort, and complete their independent project.

Reports to: Ky Uthe, Marketing & Development Assistant

Time requirement: 12-24 hours per week for 3 months or as needed – reasonable accommodations can be made for qualified candidates with prior notice. Minimum of 288 hours.

Stipend: Unpaid; school credit can be earned for this internship based on university requirements.

Interested applicants should email a resume and cover letter to:

Andrea Kopp, Volunteer Coordinator at volunteer@sdaqarium.org