



BEE INFORMED PARTNERSHIP, INC.

4112 Plant Sciences Building, College Park, MD 20742

beeinformed.org

Communications & Data Entry Internship Opportunity

Join Us! We're a national nonprofit organization focused on honey bee health looking for a talented communications intern with fresh, creative ideas and an excellent eye for detail.

- Contribute to efforts to support honey bee health and beekeeping
- Network with a wide range of BIP staff and stakeholders
- Work under a flexible schedule (10-15 hours/week)
- Small stipend available

Looking for an Internship with Meaningful Impact?

Bee Informed Partnership (BIP), a nonprofit 501(c)(3), is looking for a Communications and Data Entry Intern to help us filter incoming inquiries and perform data entry. Major responsibilities include:

- Filtering and responding to incoming web form inquiries, including IT Helpdesk tickets
- Working closely with IT and Data Team to create FAQs from frequent IT tickets
- Working closely with IT and Data Team to clean and enter data into spreadsheets and databases
- Identifying, merging, and deleting duplicate or erroneous accounts/records

Requirements

- Strong written and verbal communication skills
- Ability to raise and discuss issues with staff and partners
- Proficiency in Excel/Google Sheets
- Ability to work independently and manage multiple tasks within deadlines
- Detail oriented, organized with strong proofing skills
- Access to computer, internet and video conferencing camera

Application Process

- Please submit cover letter and resume detailing your interest in non-profit work and alignment with the internship requirements
- Please list all software in which you are skilled
- Submit materials in one PDF to internships@beeinformed.org with subject line: Communications Intern [Last Name, First Initial]
- Applications are reviewed on rolling basis

BIP's team of dedicated staff is spread across North America so we rely heavily on Zoom video conferencing. The Executive Director is stationed in Fort Collins, CO. The intern will meet over Zoom with staff frequently to review projects and potentially in person with staff periodically when geographically feasible.