



Internship at the College of Botanical Healing Arts

College of Botanical Healing Arts
4170 Gross Rd. Ext. Capitola, CA 95010
Office: 831-462-1807

Requirements:

Potential interns must email us at cobhasantacruz@gmail.com or call us at 831-462-1807 to talk to the program coordinator and set up an interview. Applicants must bring a resume and relevant information to the interview, which should last no longer than one hour. Upperclassmen preferred. Past interns have taken this internships as their senior exit requirement (please speak with your advisor if you are interested in that option).

In order to obtain 5 credits for this internship, 12 hours per week (120 total hours) is required. To obtain 2 credits for this internship, you will need to commit to 60 total hours, or six hours per week. You are required to keep track of all your hours.

This internship is under the office of the UCSC Environmental Studies department. Please consult with them if you have questions about credits. Chris Krohn, Internship Program Coordinator, can be reached at ckrohn@ucsc.edu or at 831-459-2104.

A written evaluation of the intern's work will be submitted to UCSC at the end of the program. The intern will also be required to write a research paper on a related topic.

Intern Duties:

1. Assist with the planning and execution of our annual event downtown happening in August, the Wellness Fair.
2. Grant writing (we are a non-profit college). If an intern is able to obtain a grant for COBHA, they will be entitled to a bonus at the discretion of the Director of the college.
3. Assist with any additional event planning and execution.

4. Assist with organization of the office, computer files, keeping track of student progress/payments due, updating mailing lists, occasional flyering, possible tabling at the Farmer's market, errands to Staples (with company card), and brainstorming new ways to welcome more donations from the community and raise awareness of our college.

Benefits:

1. Earn 2 to 5 credits, possibly use this as your senior exit requirement.
2. Extremely flexible schedule and peaceful environment with minimal distractions.
3. Opportunities for bonuses if grant-writing is successful.
4. Learn about holistic health and medicine, as well as how to run a business, teach a class, maintain a college, etc.
5. Gain experience in grant-writing, office administrative assistance, the health field, non-profit work, marketing, and more!

Who we're looking for:

We are looking for an independent, business-minded, curious individual who is open to learning new things and assisting in an array of activities for our non-profit college. Our ideal candidate is punctual, reliable, and communicates well and honestly. This is an excellent position for people who are interested in holistic health, the medical field, education, office management and assistance, marketing, and more. Our office is a outside scent-free, peaceful environment and our staff is small. The community at the school is tightly knit and very loving. We will do anything we can to help you achieve your goals as long as we see that you are doing the same for our college! We rely heavily on donations to keep our college running, so we need someone who will be serious about their duties in fundraising (events), marketing, and communicating with local and global grant programs.

Mary Adams

Program Coordinator/Office Manager

Office: 831-462-1807

cobhasantacruz@gmail.com