



## Community Tree Outreach Intern

60 hours; flexible schedule

### JOB DESCRIPTION

Title: Community Tree Outreach Interns (2)

Reports to: Johnson Creek Watershed Council, Noah Jenkins—Riparian Program Manager Status: \$500 stipend. Flexible schedule. Interns would complete at least 60 hours each.

### Purpose:

The Johnson Creek Watershed Council seeks two highly professional, self-motivated, personable interns to assist with outreach work promoting a yard tree giveaway being done in partnership with the Urban Forestry division of Portland Parks and Recreation. Internship will include representing JCWC at community events to sign people up to receive trees, outreach to communities in outer southeast Portland neighborhoods (creating/distributing materials, talking with residents face-to-face), and helping to track sign-ups.

### Position Description:

#### General Responsibilities (to include, but not limited to):

- Find and attend community tabling events (farmers' markets, movies in the park, etc.) to advertise tree giveaway
  - Assist with flyers and other outreach material design and dispersal
- Talk face-to-face with community members in target neighborhoods (Centennial, Powellhurst-Gilbert, Mill Park, Lents) to generate interest in receiving trees through the giveaway and educate about trees, tree care, and the watershed
- Assist with media releases. Help ensure tree giveaway event is included in appropriate area publications. □  
Assist with volunteer, partner, and landowner communications about the giveaway via mail, phone and email □  
Create a journal of all activities each week; ensuring a well-kept record of accomplishments is recorded.
- Other tasks and responsibilities as assigned – including database entry and various office tasks

### Benefits

- Experience with outreach, event-planning, and coordination
- Networking experience—possibility to build relationships with local environmental professionals and jurisdictions
- Familiarity with the workings of a dynamic, conservation-oriented nonprofit
- Training and expertise in best practices for community outreach and volunteer recruitment
- \$500 stipend

**TO APPLY:** Fill out our [Volunteer Application](#); email Noah at [noah@jwc.org](mailto:noah@jwc.org) with questions.

---

Johnson Creek Watershed Council is committed to a diverse workplace. People of color, people with disabilities, veterans, and LGBTQ candidates are strongly encouraged to apply.