



Watershed Engagement Intern

100 hours; approximately 10 hours/week, flexible schedule

Fall Cohort: September - January.

JOB DESCRIPTION

Title: Watershed Engagement Intern

Reports to: Johnson Creek Watershed Council (JCWC), Courtney Beckel – Volunteer Coordinator

Status: Unpaid. Flexible schedule. Intern completes at least 100 hours.

Background:

Connect all communities who live, work and play in the watershed to Johnson Creek through our volunteer and educational events. Our goal at the council is to restore Johnson Creek through sound science and community engagement. Johnson Creek is home to many incredible wildlife species including salmon, migratory birds, beaver, and lamprey, just to name a few. This urban creek faces a lot of challenges including water temperature, water quality, and habitat needs. We work to restore the creek, connecting volunteers to unique habitat through our tree planting, litter pickup, and invasive species removal events. *The position includes interacting with partners and the public, all aspects of event preparation, engaging volunteers, representing JCWC at community events and managing data about our volunteers.*

Why intern with us?

JCWC is a grassroots community group that is powered by our varied and highly skilled volunteers. Our Watershed Engagement Intern team is crucial to the success that JCWC has built in restoring the creek over the past 22 years. In 2016 alone we worked with approximately 20 interns, 2,000 volunteers, planted more than 21,000 native trees and shrubs, and replaced our first culvert, which had been a fish passage barrier, but now allows the free passage of fish to the upper reaches of the creek. Join our committed, friendly team and feel the tangible change we can make in our watershed together.

General Requirements and Responsibilities (to include, but not limited to):

- Problem solving and critical thinking in a fast paced, deadline-driven office environment.
- Event preparation: outreach, donations, attendance, and tracking
- Assist with management of email and contact database
- Utilize graphic design for flyers and other outreach material design and dispersal
- Send media releases. Helps ensure JCWC events and calendar lists are included in local publications.
- Serve as a JCWC representative at local fairs, festivals and other community outreach and education events
- Assist with volunteer and partner communications via mail, phone and email
- Maintain a well-kept journal of all weekly activities and accomplishments each week
- Other tasks and responsibilities as assigned – We will put your skills to use!

Benefits

- Experience with outreach, database management (Salesforce, Vertical Response), event planning and coordination
- Exposure to website management (Wordpress)
- Hone your donation acquisition skills
- Networking—possibility to build relationships with local environmental professionals
- Familiarity with the workings of a dynamic, conservation-oriented nonprofit
- Training and expertise in best practices for community outreach and volunteer recruitment

TO APPLY: Fill out our [Volunteer Application](#); email courtney@jcwc.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.