

## **INTERNSHIP: Watershed Engagement Intern**

100 hours; approximately 10 hours/week

**2019 Spring Cohort:** March 26- July 1, with option to extend internship

Reports to: Courtney Beckel, Volunteer Program Manager

Applications due by March 22 at 11:59pm



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The **Johnson Creek Watershed Council** is a nonprofit that works to restore the creek through science, with the help of the community. **Do you care about our natural areas, wildlife, and community building?** Are you professional, personable, and self-motivated? Are you excited to learn new things? If so, join us to assist with community engagement work focused on our Earth day event and our annual fundraising celebration.

### **Schedule: Approximately 10 hours a week**

-11am-3:00 pm Tuesdays

-11am-3:00 pm Thursdays

-Minimum 2 weekends and 4 evening meetings required/month

-Other specific field days or evening meetings also available

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

- Prioritization 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.
- Serve as a JCWC representative at local fairs, festivals and other community outreach and education events.
- Punctual, responsible, organized, friendly, self-motivated.
- Work well independently and on a team.
- 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](http://www.jcwc.org/volunteer-application/) at <http://www.jcwc.org/volunteer-application/> -email jack@jcwc.org with questions. We will be holding group interviews on March 26 at 11am.

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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.