



Accepting Intern Applications: Speak Creek Interns

Johnson Creek Watershed Council (JCWC) is seeking multilingual interns with a passion for the environment and interest in social or environmental justice. Do you believe all people have a right to equal access of Greater Portland's natural areas and the environmental education opportunities they hold? Are you interested in gaining job skills relevant to environmental restoration and education, nonprofit operations, event planning, or outreach? Interns and select members of the JCWC team develop lasting relationships focused on professional guidance and mentorship as related to careers in the environmental and non-profit sectors. We work with you and your community to plan a memorable event, and to uphold values of equity, diversity and inclusion in nature. We like to have some fun in the process, too! Apply today and join the JCWC team in discovering the power language has to connect communities and nature.

Position Description: Speak Creek Interns create and translate JCWC outreach materials, and plan a nature-based event for multilingual/refugee/immigrant and/or culturally-specific communities within the watershed. By centering the Native languages of these communities, you will be working towards equitable and inclusive access to nature and environmental education. You will gain job skills, make community and professional connections, and lay the groundwork for an environmental career pathway. You hold to power to decide when, where, and how the event you plan will go: From choosing a location, to hiring caterers, arranging transportation, developing curriculum, creating flyers and brochures, and reaching out to guests to invite. Much of the magic happens the day of your event!

Compensation: \$15/hour up to 67 hours (\$1000 total).

Schedule: Flexible! We want this to work well for you. Past internships have lasted between 3-4 months, but a good rule of thumb is to plan for up to 4-10 hours per week. Your time will be split between working on a computer, having meetings, occasional field work or wildlife monitoring, doing outreach, and at community events. There will also be time spent at the event you plan and follow up work afterwards gathering survey information and creating additional outreach materials.

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

- Attend orientation and log your first hours during a watershed tour
- Plan, coordinate, and host a multilingual nature-based event with your community in the JC watershed
 - Plan: All aspects of a tour or restoration event including location, date & time, topic, activity, outreach strategy, etc., etc. Create registration page, and post event pages to JCWC website, Facebook account
 - Coordinate: Correspond with partner organizations and landowners of the site you choose, contract catering, contract transportation, invite your community electronically and in person at community events, reach out to other community organizations

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Johnson Creek Watershed Council is an Equal Opportunity Employer. We value the diverse communities that grace the Johnson Creek watershed, and wish to make ALL feel welcome and safe. BIPOC, alternatively-abled, veteran, immigrant, refugee, and LGBTQI candidates are strongly encouraged to apply.

- Host: Transport educational/restoration tools to site, arrange for food to arrive, welcome guests and enjoy a meal together, follow your lesson plan, lead the event with the support of JCWC staff, return any gear and equipment to JCWC offices
- Translate JCWC outreach materials
 - For example- existing JCWC brochures, create save the date flyers, create social media outreach posts, create brochure for your event guests
- Keep track of the work you are doing in an Intern Journal
- Collect and record data from your event
 - Send follow-up survey to your event guests, enter registration information into JCWC volunteer databases and records
- Publish a multilingual blog post and social media posts for JCWC website and online platforms
- Stay in touch for professional development opportunities and notice of further professional and/or volunteer opportunities to supplement your continuing career plans

Requirements:

- Must be at least 16 years old
- Some level of spoken and written fluency in English and a second language
 - Spanish-, Chinese-, and Russian-speaking interns are especially sought for 2019
- Computer skills, including Google Drive
- A desire to build & foster community-oriented opportunities
- Initiative to seek out new information, work with others and on your own
- Willingness to speak in front of large groups

Benefits:

- Develop leadership and community outreach skills
- Educate and interact with your community
- Build relationships with JCWC and environmental community professionals
- Gain experience with event planning and coordination
- Build an understanding of environmental restoration and stewardship
- Writing samples including blogs, social media posts and translated work for future career building
- Familiarity with the workings of a dynamic, conservation-oriented nonprofit
- Letter of reference, input on cover letter & resume, professional reference contacts
- Experience with online and computer programs like: Gmail and Google Drive apps, Canva, Salesforce, Vertical Response, Wordpress, Eventbrite, Facebook, Twitter, Instagram, SnapChat

Where:

- JCWC office, 4033 SE Woodstock Blvd, Portland, OR 97202. Other locations determined as needed.
 - Public Transportation: The JCWC office is located near #19 and #75 Trimet bus lines, Line #19 stop ID# is just across the street. JCWC can provide you with bus passes if needed.
 - Some of your hours will be spent working on a computer, particularly the materials translation and event planning. Other meetings may take place in mutual meeting spaces like coffee shops or libraries. Many hours will be spent doing outreach into your community, and there is an option to spend hours doing field work with our Riparian Program Manager, Confluence Americorps member, and Portland Parks & Recreation Stewardship Coordinator for the Johnson Creek watershed

TO APPLY: Fill out our [Volunteer Application](http://www.jcwc.org/volunteer-application/) at <http://www.jcwc.org/volunteer-application/> and email JCWC Community Outreach Coordinator Adrienne at adrienne@jcwc.org if you have any questions.

To be clear: JCWC staff and partners you work with will support you on your journey in any way you might need! If you're a student, we'll work with your schedule. Please do not hesitate to send us your questions!

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