

Franklin Creek Conservation Association

Intern

Job Description

FCCA is a non-profit charitable organization founded in 1981. Our mission is to:
Care for the natural areas of Franklin Creek for current and future generations.

Our goals are to:

- Preserve, restore and maintain the natural areas of Franklin Creek.
- Involve individuals and organizations in our common purpose and activity.
- Build knowledge and appreciation of the natural area and our cultural heritage.

Do you love high quality natural areas, sandstone bluffs, and winding streams? Do you have a passion for wildflowers and wildlife...hiking, hunting, birding, and fishing? Are you inspired by volunteer efforts and local initiatives? Do you like the challenge of accomplishing a lot with a little? Yes?! Then this is a golden opportunity for you to help us organize our work to protect this precious community asset today and for tomorrow.

General Responsibilities

The intern will help deliver educational programs, participate in land and building restoration activities, implement social media, marketing and communication assignments, and support the operations of FCCA. The intern will report to the Coordinator, but will work with and assist many board members.

Duties

The intern will:

1. Deliver educational programs and materials.
2. Recruit program participants and volunteers.
3. Participate in ecological restoration and building renovation activities.
4. Staff the mill, greet visitors, maintain exhibits, and provide tours as assigned.
5. Prepare mill for rentals and events.
6. Develop good relationships with visitors, volunteers, partner organizations and supporters.
7. Field phone calls, emails and other public inquiries.
8. Help produce communications materials including the newsletters, posters, and other materials.
9. Help with social media and email communications campaigns about upcoming events, new initiatives and accomplishments.
10. Assist with fundraising events and mailings.
11. Work independently and within a team on special nonrecurring and ongoing projects.
12. Other duties as assigned.

Position Type

This is a seasonal full time position from late May through August 26th. Days and hours are negotiable except they must include Friday, Saturday and Sunday afternoons. Occasional evening meetings include board and committee meetings and special events.

Qualifications

Technical knowledge of ecology and ability to present it in interesting ways to children and adults. Computer and social media proficiency including desktop publishing. Excellent verbal and written communication skills. Familiarity with standard office equipment operations and maintenance. Collaborative and flexible work style. Self-motivated, willing to learn and able to work independently.

Education and Experience

College level environmental studies course work and related field experience preferred. 4th year student or college graduate preferred.

Compensation

This position pays \$10-11/hour depending on experience.