

## **WILDERNESS WORKSHOP 2017 SUMMER INTERNSHIP JOB DESCRIPTION**

The Wilderness Workshop intern will be based at the Wilderness Workshop office in Carbondale, Colorado and will work under the supervision of Wilderness Workshop staff.

The intern's primary activities will consist of the following:

- work with the Development Department to help plan and organize special events
- help coordinate the Artist in Wilderness Residency program
- provide administrative support for Wilderness Workshop's membership program
- engage in advocacy to support our conservation work.

Based on organizational needs and interns skill set, additional duties may include, but are not limited to:

- production assistance for our annual Wildfest
- assisting with summer hikes and restoration programs
- conducting hikes with artists in residence or providing logistical support for artists
- research for new grant or sponsorship opportunities
- management of the organization's database
- assembling mailings
- updating the organization's website and social media sites
- tracking media coverage
- public outreach and tabling at events
- outreach to the local community and businesses
- rallying supporters by phone and in person.

A portion of work may involve accompanying hikes into backcountry lands proposed for protection with our artists in residence. In addition to the qualifications described below, applicants who wish to participate in hikes should have previous backcountry and route finding experience, first aid training, and suitable physical fitness for travel over rough, demanding terrain.

Interns will represent the Wilderness Workshop in many public settings and must maintain a respectful and appropriate dress, appearance and attitude at all times.

### **Qualifications**

- Completion of at least two years at a four-year college or university\*
- Excellent and persuasive writing, speaking and interpersonal skills
- Passion for public land conservation issues
- Interest in special events, fundraising, and non-profit administration
- Knowledge of public land policy, advocacy and protection is helpful
- Proficiency in office computer programs (Word, Excel, PowerPoint), web research and social media
- Strong organizational skills
- Experience in event planning strongly desired
- Flexibility – some evening/weekend work and travel will be required
- Ability to work independently and as part of a team
- Have own vehicle (a plus) and willingness to travel around the region as needed (mileage compensated)

### **Compensation & time commitment**

\$1,000-2,000/month stipend depending upon experience for full-time work (40 hours a week)\*. Internship dates are flexible, but will generally run from June 1<sup>st</sup> - August 31<sup>st</sup>, 2017.

### **How to apply**

Please email a cover letter, resume, recent transcript, writing sample, and three letters of recommendation to [rebecca@wildernessworkshop.org](mailto:rebecca@wildernessworkshop.org) with "Intern application" in the subject line. Applications will be accepted until the internships are filled. No phone calls will be accepted.

The Wilderness Workshop is an equal opportunity employer.

\*Applicants who have completed less than 2 years at a four-year college or university will be considered for an unpaid internship.