Columbia Land Conservancy

Internship Description

Position Summary: Conservation Education Intern

Status: Temporary; 6-month term (with possibility for extension depending on grant funding)

Pay: $15/hour (no benefits)

Hours: 20/week with some weekend/evening work required

Reports to: Conservation Education Manager

Position Description:

The Conservation Education Intern works to further the organization’s mission by providing education and outreach to interested members of the public, schools, and partner organizations. The Intern will assist in the development of programs, presentations, and educational content. In the era of Covid-19 we are re-thinking our public and education programs, learning new skills, and moving to remote learning offerings. Responsibilities may change due to the virus but are expected to include helping lead (virtual) school programs, weekly emails to engage families, and helping to develop plans for a phenology trail.

Essential Functions:

- Create virtual content, including videos and emails, to foster a greater appreciation for the unique natural and cultural attributes of Columbia County; using CLCs 10 Public Conservation Areas and surrounding landscape as the backdrop if local.
- Assist with and lead virtual interpretive walks and educational programs.
- Research, plan and implement innovative virtual experiential learning activities for schools, youth groups, adults, and families.
- Aid with program preparation, including gathering and creating program related materials
- Assist in reaching out to teachers who are looking for content to supplement their curriculum
- Create virtual or self-led outreach programs that communicate to the community the importance of CLC’s mission
- Other duties that support the programs may be assigned as necessary and build upon the strengths and interests of the individual.
Preferred Qualifications:

- Enrollment in or recent graduate of a four-year college or university, preferably majoring in natural science, environmental science, environmental education, cultural or natural history interpretation, or elementary/secondary education.
- Special skills in natural history and storytelling preferred
- Adaptability to a variable work schedule and working remotely.
- Ability to work independently and creatively, communicate effectively, take initiative in problem solving and report consistently on progress.
- Must be able to juggle and prioritize a variety of tasks and projects.
- Applicant should be familiar with Columbia County and the Hudson River Valley.
- Ability to confidently identify local flora and fauna, habitats, and ecosystems.
- Ability to serve as a virtual spokesperson for CLC.
- Personal computer required.
- Experience in media development (video recording and editing) and/or other creative forms of communication preferred.
- CORI check required.

Physical Demands: Outdoor work to create virtual content may require minor to moderate physical exertion and infrequent exposure to inclement weather. “Office” duties may require periods of time on a computer.

Work Environment: Approximately 30% outdoors and 70% computer work. “Office” work is primarily sitting at a desk with a computer or in Zoom meetings.

How to Apply: Send a cover letter and resume to jobs@clctrust.org. Applications will be reviewed as they are received, with a preference for applications received before September 14.