

## Habitat Programs Internship

### Internship Duties and Responsibilities

- The intern will update content and delivery for the Trail Certification Program and Pollinator Habitat Workshop and may produce additional program materials.
- Assist with content updates, delivery and development of the Backyard Habitat Workshops.
- Modify and develop new content and questions for the online Kid's Contest.
- Coordinate with parks, neighborhood associations, and other groups to schedule and deliver habitat workshops.
- Support organization communications surrounding Habitat Programs, ex. social media, newsletter content, website content updates, member emails, etc.
- The intern will coordinate campus projects for the *Landscaping the Sustainable Campus Program*.
- Communicate and attend meetings with universities and colleges enrolled in the program and engage in the completion of the certification process.
- Reach out to universities and colleges that are not yet enrolled in the program and encourage participation; for those that do enroll, assist with the development of Sustainable Landscape Plans, and guide the institutions through the certification process. .
- Maintain contact with certified campuses and update the LSC portion of the IWF website.
- Other responsibilities based on interest areas and organization needs.

### Internship Qualifications

- Bachelor's, master's degree or degree in progress in a natural resources, biology or environmental education related field.
- Knowledge of conservation and natural resources concerns.
- Strong leadership and teamwork skills.
- Strong writing and research skills.
- Creative thinking and new idea generation abilities.
- Ability to work in a team or independently as needed.
- Ability to effectively coordinate and organize multiple projects and tasks.
- Proficient in oral communication.

- Proficiency in basic computer programs and skills including Microsoft Office.
- Experience in project management and involvement with student clubs on campuses is a plus.

**To Apply:**

Please submit by email [info@indianawildlife.org](mailto:info@indianawildlife.org)

- Cover Letter
- Resume
- List of references