



LAND TRUST SUMMER INTERNSHIP

Overview:

Boothbay Region Land Trust (BRLT) is looking for a creative, passionate, energetic, and organized intern. This ten-week paid internship program immerses the individual in all aspects of our organizational operations, helping them to build leadership skills and learn about a variety of conservation, environmental, educational, and nonprofit career paths. At the same time, BRLT's intern offers valuable support that helps our land trust meet important goals.

Our intern will complete smaller projects involving each facet of our organization, including stewardship, land protection, education, communications, and philanthropy. They will meet with and/or shadow each staff member to gain an understanding of the scope of land trust work, and to further hone their interest in the conservation profession.

Responsibilities:

Duties to be determined which may include some or all of the following:

- Act as a BRLT representative while at our Oak Point Farm headquarters, BRLT preserves, and the community at large.
- Work on environmental stewardship projects such as preserve monitoring, trail maintenance, and invasive species management.
- Assist with environmental education programs for the public and organized groups including interpretive walks, lectures, camps, and boat trips.
- Assist with development projects including major fundraising and public outreach events.
- Assist in communication and outreach by working on projects such as social media posts, website content, mailings, and fundraising.
- Participate in BRLT's coastal water quality monitoring program, including collecting samples and maintaining equipment.
- Staff the visitor center desk at Oak Point Farm to greet visitors and provide general information about BRLT and the preserves.
- Utilize a variety of databases and software to support donor record management and community outreach.

- Design and deliver a project focusing on your own interests which may be useful to BRLT.

Qualifications:

- Classwork or degree in environmental science, conservation, environmental education, or related field preferred.
- Knowledge of ecological concepts and natural history.
- Enthusiasm for the outdoors and conservation.
- Strong organizational skills with attention to detail.
- Experience with customer service and public speaking.
- Self-motivated and able to work independently with minimal supervision.
- Comfortable working outside for extended periods of time. Ability to safely hike on various terrain while carrying trail supplies. Ability and/or willingness to use various tools and equipment.
- Experience with or ability to quickly learn and utilize new programs for data management and communications. Familiarity with Microsoft Office suite, Google docs, and social media (Facebook, Instagram, YouTube) preferred.
- Able to work Saturdays and occasional evenings.

Compensation:

- \$15/ hour for a 40-hour workweek
- Professional Development Opportunities
- Assistance in finding local housing if needed

Dates:

- Summer 2024 internship is funded for 10+ weeks with flexible start and end dates

To Apply:

Please send all application materials listed below to Boothbay Region Land Trust Environmental Educator Tracey Hall at thall@bbrlt.org; please use the job title as the subject of the email. The deadline to submit materials is March 31, 2024.

- 1.) a cover letter that describes your experience, interests, and suitability for the position
- 2.) a resume/curriculum vitae
- 3.) contact information for three professional references

Boothbay Region Land Trust is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment on the basis of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, disability or any other federal, state or local protected class.