



Position Description

TITLE: Program Intern
REPORTS TO: Director of Programs
STATUS: Part-time, temporary, 12-month internship

POSITION SUMMARY AND REQUIREMENTS

Freshwater Society has developed this intern position to provide meaningful opportunities that support environmental interests and allow candidates to gain valuable experience that will further their career path. This position supports all program areas of Freshwater Society, with a focus on the Master Water Stewards (MWS) program.

The position will be scheduled 20-30 hours per week beginning in September 2017 and ending in August 2018 (this can be somewhat flexible). Freshwater Society will work with the candidate to develop a schedule that provides an internship experience that works for both the candidate and the organization.

This is an unpaid, volunteer internship position, but includes the opportunity to join almost 200 other Stewards to improve water health, participate in coursework, and become a certified Master Water Steward at no cost, with the \$2,500 tuition covered by FWS.

This position supports most areas of the Master Water Stewards program and other Freshwater Society programs including:

- Organization and coordination of logistics for classes, meetings, and events
- Development and implementation of communications (newsletter, website, social media)
- Development of marketing materials for recruitment and outreach efforts
- Coordination and implementation of recruitment activities
- Data entry of volunteer hours, MWS capstone project information, and project stories/information
- Assistance with MWS capstone project installation, capstone project review, and project installation photography
- Administrative tasks (copying, filing, etc.)
- Other duties as apparent or assigned

This position does not require a formal degree or level of education, but candidates must possess excellent written, oral, and interpersonal communication skills, be proficient with computers and Microsoft Office, and have a strong interest in water protection and conservation. Candidates must also have the ability to drive and supply their own transportation. Some seasonal outdoor work is expected.

To apply for this position, send cover letter and resume to:

Julie Fliflet
HR, Freshwater Society
2424 Territorial Rd Suite B
St. Paul, MN 55114