

## **The Utah Society for Environmental Education (USEE)**

### **Spring 2015 Call For Interns**

**Application Deadline – December 19, 2014**

**To apply, please send a resume and cover letter explaining your interests and background to Andree' Walker Bravo at [director@usee.org](mailto:director@usee.org).**

The Utah Society for Environmental Education (USEE), a 501 (c) 3 nonprofit, has been a statewide leader in promoting high quality environmental education in Utah since 1981. The Utah Society for Environmental Education promotes excellence in environmental education by providing support, resources and networking to Utah's community of educators

USEE is seeking motivated individuals to assist the organization in the following areas:

#### **Membership and Operations**

**Responsibilities include but are not limited to:**

- Assist with membership cultivation strategy
- Identifying potential donors and supporters

**Preferred skills/interest:**

- Familiar with Microsoft Office: word, excel, publisher
- Grant writing and editing
- Desire to learn about the nonprofit world
- Desire to develop skills working among diverse populations

**Weekly schedule:**

- A minimum of 5 hours/week in office are required, otherwise negotiable work schedule
- Regular attendance and preparation for weekly staff meetings to give and receive updates on projects

#### **Communications and Promotions**

**Responsibilities include but are not limited to:**

- Managing promotions and communications for all USEE events and special projects/ initiatives
- Updating media kit
- Community outreach

- Evaluating and restructuring promotional materials
- Managing USEE's social media outlets
- Blogging

**Preferred skills/interests:**

- Experience in managing social media webpages: Facebook, twitter, YouTube, etc.
- Experience creating a press release (this includes applicable university courses)

**Weekly schedule:**

- A minimum of 5 hours/week in office are required, otherwise negotiable work schedule
- Regular attendance and preparation for weekly staff meetings to give and receive updates on projects

**Education Outreach**

USEE's professional development program provides resources and professional development training for environmental education.

**Responsibilities:**

- Advertise workshops to applicable audiences via: email, phone, Facebook, online calendars, and other USEE outlets
- Assist with USEE's involvement in current partnerships
- Assist with evaluations of the program
- Facilitate workshops
- Assist the Program Coordinator with associated tasks

**Preferred skills/interests:**

- Public Speaking
- Desire to learn about environmental education
- Familiar with Microsoft Office: word, excel, publisher.

**Weekly schedule:**

- A minimum of 5 hours/week in office are required, otherwise negotiable work schedule ·  
Regular attendance and preparation for weekly staff meetings to give and receive updates on projects

**Special Events Coordinator**

**Responsibilities include but are not limited to:**

**Primary:**

- **Conference :**
  - Advertising/promotion
  - Scheduling
  - Registration
  - Other logistics
  - If possible, interns will attend the conference and offer support in coordinating on-site logistics.

**Weekly schedule:**

- A minimum of 5 hours/week in office are required, otherwise negotiable work schedule

*\*Participation in the conference is required, which will involve an increase in hours for the week of the conference*

- Regular attendance and preparation for weekly staff meetings to give and receive updates on projects

*\*Interns may propose other projects of interest to pursue during their time at USEE beyond the three outlined above.*

**Benefits and Opportunities for Growth:**

- Collaborative work environment with a flexible work schedule
- Opportunity for you to share hard science and environmental studies information with the public
- Opportunities to be creative, to develop your own projects and be “the expert”
- Hands-on professional experience working with a reputable nonprofit in SLC
- Hands-on experience using written and oral communication skills
- Increased knowledge of the nonprofit and environmental education scene in Utah
- Lots of potential projects that are excellent resume builders
- Discounts on USEE programs and events
- Lots of great contacts that you will make while you network with and get your name out to a variety of local organizations with foci that include environmental education

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