

STRAWBERRY HILL NATURE PRESERVE

9 MONTH INTERNSHIP, Feb. – Oct.

Focus: Environmental Education and Nonprofit Management

THE OPPORTUNITY

Gain professional experience with a 609-acre non-profit preserve and environmental education center. Train and teach in a variety of educational programs for all ages, including maple sugaring, spring field trips, and residential outdoor school. In addition to program delivery, this internship will provide experience with various operational and management procedures of a small non-profit management experience. (e.g. Assist with fundraising, special events, membership, management procedures, and volunteer management.)

Potential projects during the internship include assisting in the development and operation of programs related to environmental education, cultural arts, senior citizens, summer camp, and other areas of Preserve programming.

In addition, the intern will also complete an independent project that may require gathering and analyzing data, preparing reports, facility design, marketing, and the creation of a departmental procedures manual. Projects are mutually agreed upon and aligned with academic studies.

Hours: 40 hrs. per week with a flexible work schedule (February – October), Some evening/weekends required.

Compensation: This internship provides a \$450 bi-weekly stipend and housing. Paid Training: Wilderness First Aid Certification.

What We Require: All Strawberry Hill interns are involved the direct operations, candidates must demonstrate the ability to work independently and have initiative to start and complete projects with administrative support.

- Enrolled in junior or senior year; or recent 4 year college graduate
- Background in Environmental Education, Education, Outdoor Recreation, non-profit management or other related discipline
- Experience Teaching in formal or informal setting preferred
- Strong communication skills
- Proficient in Microsoft Suite Office
- Organized, with an ability to prioritize time-sensitive assignments
- Creative, flexible, self-starter, and able to work independently
- Familiarity with Pennsylvania Ecology, but we will also train
- Interest in nonprofit management and community development
- Must pass a PA & Federal Criminal Background Check and Obtain Child Clearances

Application Process: Applicants must provide cover letter, resume, college transcripts, and Strawberry Hill Internship application. (Applications are accepted throughout the year.) Please send application materials to Strawberry Hill Nature Preserve, Attn: Internship Program, 1537 Mount Hope Road, Fairfield PA 17320.

For more information visit: www.StrawberryHill.org