

SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY

Grey to Green Outreach Staff Internship City of Portland

The City of Portland's Grey to Green Urban Tree Canopy Program is looking for energetic and outgoing individuals to join our motivated team. We are developing innovative ways to grow and document Portland's urban forest and to educate citizens about the importance of planting trees. Outreach staff are the public face of our effort, providing extensive face-to-face and telephone contact with residents as we offer them new tree-planting opportunities.

Ideal candidates will be personable, creative and adaptable, comfortable with door-to-door canvassing, community outreach and education, and enthusiastic about planting trees as a means of improving Portland's environment. This announcement will be used to fill up to 10 part-time, summer positions.

Required Qualifications:

- Excellent people skills, a positive attitude, and self-motivation.
- Previous experience in canvassing, customer service, or other outreach work.
- Experience representing a governmental or other organization to the public.
- Strong awareness of and commitment to environmental restoration.
- Willingness and ability to work full shifts on foot, in the field, in varying weather conditions.
- Ability to work successfully with others in a team environment.
- Applicants must be able to provide their own transportation to and from field work in neighborhoods across North, Northeast, and Southeast Portland.
- Applicants must be at least 18 years of age and have a valid driver's license accompanied by an acceptable driving record.

Desired Qualifications:

- Knowledge/experience of stormwater management and/or urban forestry issues.
- Previous experience with detailed data entry, database software, and GIS software.
- Ability to speak a language other than English.

Duties will include, but may not be limited to:

- Contacting property owners, primarily door-to-door as well as over the telephone, to provide information and promote participation in tree planting initiatives.
- Recording and maintaining accurate field data of potential tree planting locations.
- Entering field data into GIS software.
- Supporting community outreach programs, including tabling at events.
- Attending staff meetings and training sessions.