

SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY

Outreach Intern Johnson Creek Watershed Council

Title: Outreach Intern

Reports to: Volunteer and Outreach Coordinator

Status: Unpaid internship. Schedule is flexible. Intern would complete 60 hours or more preferably.

Position Description:

The Outreach Intern will assist Volunteer and Outreach Coordinator with development, communications and planning for the Watershed Wide volunteer restoration event March 5th as well as other varied year-round events to enable more people to become involved in the Johnson Creek Watershed and the Johnson Creek Watershed Council.

General Responsibilities (to include, but not limited to):

Outreach/Communications/Event Planning and Production

- Work with Volunteer and Outreach Coordinator to assist in and implement outreach strategies that engage community groups and individuals representing the diversity (ethnic, geographic, educational and economic status) of the watershed
- Assist with e-bulletin production
- Assist with web site updates
- Assist with flyers and other outreach material design and dispersal
- Assist with media releases. Helps ensure JCWC events and calendar lists are included in appropriate area publications
- Help at any upcoming tabling events and serves as representative at JCWC table at area fairs, festivals and other community, regional and partner outreach and education events, phone and email
- Assist with volunteer and partner communications via mail, -Other tasks and responsibilities as assigned jV including some database entry