

SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY

River Network Volunteer Internship River Network

River Network is a national non-profit organization serving the needs of local volunteer watershed groups in their pursuit of clean and plentiful water. During the last 20 years, River Network has helped thousands of organizations become stronger and more capable of addressing the economic, social and environmental issues related to water.

Our main programs include:

Partnership—facilitating networking and information sharing among the river conservation community.

Organizational Development—providing personalized assistance and resources to help develop sustainable organizations.

Protection and Restoration—sharing information on tools and strategies for river conservation, with a focus on the Clean Water Act.

Healthy Waters, Healthy Communities—helping find solutions to water-related human health problems and developing methods to understand connections between public health and the conditions of our waters.

Saving Water, Saving Energy—mitigating climate change by reducing the enormous energy consumption involved with inefficiently moving, heating and treating water.

Internship Description

River Network is seeking 1-2 interns (unpaid) to work with staff across a number of our program areas on short-term projects. Due to the wide variety of projects and needs, each intern will be matched with projects according to their expertise and abilities.

Projects performed by interns would include, but are not limited to, the following:

National River Rally

- Update database/s to reflect accurate and current contact information
- Help implement a communications campaign to promote River Rally and attract attendees

Partner Benefits

- Work with Partnership and Development team on a plan to acquire discounts and donations of items from companies that are useful to our Partner organizations.

Research

- Research resources useful to organizations working on water-related issues; post in online library
- Perform research on particular program-related issues, as necessary

Publications

- Work with Partnership Coordinator to update chapters of "Starting Up," a handbook for starting and running new river and watershed organizations.
- Contact outside authors for permission to repost or a request to modify their materials.
- Scan a few of our hardcopy publications by chapter and put into a pdf format for use on our online resource library

National Directory of River and Watershed Organizations and National Directory of Funding Sources

- In concert with Partnership Coordinator, design and carry out process for updating listings in these directories

Images Library

- Organize River Network image files, logos and other photos by category in a newly created directory
- Create a short manual/style guide on using photos: their dpi, when to use what type of file format
- Prepare photos for use by staff by cropping, optimizing and formatting images
- Organize River Network's archived hardcopy image files.

Website

- Tag/categorize blog posts
- Organize and post online content related to the relationship between water and energy.

Skills:

- Medium level of MS Excel knowledge, skills and abilities
- Comfortable using telephone as a means of communication
- Skilled in PhotoshopCS3 and IllustratorCS3.
- Proficient in use of scanners, making and editing PDFs
- Excellent writing and researching skills

Requirements:

- Ability to commit to 10-35 hours/week starting October 20 through December 18 (or later, if possible).

Qualities

- Follow-through on commitment of weekly hours
- Ability to quickly learn how to manage databases and websites
- Ability to create effective lines of communication with other staff
- Effective and efficient use of limited time for successful project completion
- Detail oriented
- Flexibility with changing tasks

Benefits:

- Increased knowledge/understanding of how a national environmental nonprofit services local organizations around the country
- Increased knowledge/skills regarding online mass communications
- Opportunity to become familiar with the work of various programs on river and water-related topics
- Opportunities to meet a wide variety of people both locally and across the nation