



POSITION AVAILABLE

Mountains to Sound Greenway Trust

Title: Conservation Program Intern

Time: 20-40 hours/week

Start date: May/June, 2013

Position Description

The Conservation Program Intern is a new position that will assist in various program areas of the Mountains to Sound Greenway Trust. The primary responsibilities of the position will be a split between ongoing partially independent projects and miscellaneous shorter tasks. The Intern will play a large role in the management of a coalition database, maintaining information on the Greenway's network of contacts. Part of this position will require work in the Greenway Trust's GIS program, including data collection and editing with ESRI GIS software ArcMap. The intern will also have opportunities to aid in event planning, outreach, fundraising and communications. Additional emphasis can be placed on areas where the intern is interested.

The position is ideal for an energetic, organized, and detail-driven individual with experience working with the public, a familiarity with GIS and a passion for the environment.

Position Details

- Unpaid internship
- Minimum 3 month commitment, longer term preferred
- Flexible work schedule
- May require occasional evenings or weekends for events
- Reports to Program Associate
- Office location in downtown Seattle

Primary Responsibilities

- Coalition Tracking: assist in the recording, updating and management of the Greenway's network of contacts in an online database.
- GIS: assist Program Associate with GIS data collection and refinement. Projects may include developing a comprehensive trails database and refining a lands conservation catalog. Further GIS work and cartography as able.
- Communications: assist in writing, designing, or editing periodic newsletters, e-news, and other communications
- Outreach: support Outreach staff in event management and flyer distribution. Staff Greenway booths – including some weekends.
- Other tasks: assist when necessary in daily office functioning

Required Qualifications

- Ability to work independently and with a team
- Strong organizational skills
- Interest in environmental conservation
- Experience with GIS (ESRI ArcMap)
- Standard Microsoft Office skills (proficiency in Word, Outlook and Excel)
- Experience working with the public

Desired Qualifications

- Working towards or recipient of an Associate or Bachelor's degree
- Experience with event coordination and volunteer management
- Strong written communication skills
- Experience or interest in cartography
- Experience with database management

Compensation / Benefits

We value our interns by providing opportunities for education, experience and professional growth. This volunteer position offers an outstanding opportunity to work on a regionally significant project; acquire contacts with numerous agencies, non-profits, private companies and media; and gain both practical experience in and a better understanding of the fields of conservation and GIS. The position is unpaid, although supplementary resources such as a bus pass may be available.

About the Mountains to Sound Greenway Trust

The Mountains to Sound Greenway connects natural areas, trails, working farms and forests, historic towns and communities, wildlife habitat and recreation opportunities from Seattle across the Cascade Mountains to Central Washington. The Greenway provides easy access to recreation and nature for millions of people in the Northwest, key to the quality of life in this region.

The Mountains to Sound Greenway Trust leads and inspires action to conserve and enhance this landscape, ensuring a long-term balance between people and nature. Founded in 1991, the Greenway Trust works to promote public land acquisitions, connect a continuous regional trail system, teach people of all ages about the importance of conserving forests and wildlife, improve recreation access, create new parks and trails and mobilize thousands of volunteers.

Application Process

Please email a current **resume** and **cover letter** describing your past experiences as they relate to the position to:

Ben.Hughey@mtsgreenway.org