April 2, 2019

Paid Internship Announcement: Restoration and Communications Intern

We are looking for a part-time intern for a 3-month period starting in late April and ending in late July who is interested in helping Golden Hour Restoration Institute staff complete technical field work, reporting, as well as aid in communications. Work will be both indoors and outdoors. Schedule is flexible.

Your work will expose you to many different aspects of the restoration field including, but not limited to rare plant surveys, seed collection, invasive plant treatment, monitoring, photo-documentation, native habitat garden maintenance, as well as some communications and media work to help the public understand more about our work. This at-will internship position is perfect for someone wanting to learn about various aspects of restoration, including project management, education, and grant-writing. You will be working directly with the Executive Director, Lech Naumovich, GHRI staff, and project partners. We are most interested in supporting our existing programs such as the Foundations in Restoration Certificate course, supporting ongoing projects with field work, and helping organize grant writing materials for submission to various foundations. Social media posting, content development for publications, and general communications are also likely tasks. You will play an integral role in helping our organization develop and effectively communicate our work.

You will be expected to work 50 hours per month (approximately 10 hours/week), but it may be irregularly distributed over the course of the month. Work locations vary from project-dependent sites from Oakland to San Francisco and beyond. Work may occur in inclement conditions and out in wildlands, as well as in the office. No desk space is provided.

BASIC REQUIREMENTS
A high school diploma or G.E.D. supplemented by experience or college-level coursework in biology/ecology, resource management, or a related field. Applicant must be proficient and comfortable with word-processing, email, and a general suite of office computer programs.

POSSIBLE TASKS AND DUTIES
- Assist with field work at project sites
- Communications via email, blog and social media
- Assist with organization and planning of workshops
- Basic grant writing, reporting – project reports
- Proof-reading and copy editing reports and formal communications
- Workshop preparation, day-of support, and day-of photography

COMPENSATION
This internship position is funded for 150 hours at a total stipend of $1500. This internship is an at-will position that does not confer benefits or vacation/sick pay. This position may lead to a more permanent position with our non-profit.
HOW TO APPLY
This position is open until filled with first review of applications on April 12, 2019. The application window will close once the position is filled. A completed application will include a cover letter explaining your skills and interest in this position, a current resume, and at least 2 professional references with phone and email contact. Application materials should be submitted in PDF format as soon as possible to be considered in the initial pool of candidates. Applicants will be notified for a phone interview in the following week.
Applications should be emailed to lech@goldenhour.org. This position may start as soon as April 20, 2019.

CONTACT
Golden Hour Restoration Institute
www.goldenhour.org
lech@goldenhour.org