

## Urban Forest Restoration Program Intern

10-12 hours per week

4 positions available

*Delridge Neighborhoods Development Association is a registered 501c(3) not-for-profit organization based in Seattle*

**Organization Description:** The Nature Consortium restoration program is part of Delridge Neighborhoods Development Association, which promotes growth in the Delridge corridor by providing vital resources for all our neighbors. These resources include access to affordable housing, green space, healthy food, education, arts and culture.

**Position Description:** The Urban Forest Restoration Program interns support the work of the restoration team to advance the restoration of the West Duwamish Greenbelt and Longfellow Creek watershed by conducting and leading volunteer-based forest restoration efforts. This position reports to the Restoration Program Manager.

**Schedule:** The internship will run from January 2018 through June 2018 (precise start and end dates are negotiable). The ideal candidate will be available on either Tuesday or Saturday from 9:00 a.m. to 3 p.m. to lead/assist with weekly forest restoration volunteer events; and an additional week day to manage office-related tasks. The additional work day scheduling to support program operations is flexible and can be determined once a candidate is selected.

### **Duties and Responsibilities:**

- Supervise, motivate, educate, train and inspire volunteers to efficiently complete forest stewardship activities (invasive removal, native planting, and mulching) during habitat restoration work parties
- Manage volunteer and program data (Salesforce and Microsoft Excel data entry)
- Assist with the maintenance of restoration equipment and supplies (tools, vehicles, gloves, etc)
- Promote individual volunteer development and retention, and ensure a healthy working and learning environment
- Complete special project as assigned if desired (possibilities include: taking on leadership role during large special events or conducting research and program outreach)

### **Benefits of the Internship:**

- Develop and practice communication, leadership, group management and volunteer management skills
- Develop and practice hands-on forest restoration and stewardship skills.
- Learn about Pacific Northwest ecology
- Gain experience using Client Relationship Management (CRM) software, Salesforce, and CEDAR data management systems
- Gain exposure to and understanding of nonprofit operations

**Qualifications:**

- Ability to work with a wide range of volunteers, community groups, partners and staff
- Basic knowledge of Pacific Northwest ecology and/or willingness to learn
- Excellent organizational skills
- Excellent communication skills -- must feel comfortable speaking in front of groups
- Physically able to work long days in adverse weather conditions
- Ability to lift 10-25 lbs. (tools, plants, trees, etc) and walk in uneven terrain
- Good driving record and current driver's license
- Current First Aid and CPR certification or ability to obtain
- Positive attitude, energetic personality and sense of humor

**Status:** This will be an unpaid internship. No employee benefits or paid holidays/vacation provided.

**Applications and Inquiries:**

Cover letter and resumes should be emailed to Restoration Program Manager Caroline Borsenik at [caroline@naturec.org](mailto:caroline@naturec.org) **by the close of business on December 1, 2017.**

*Please note that the selected candidate must submit to a background check.*

**Persons of color strongly encouraged to apply**

Delridge Neighborhoods Development Association is an equal opportunity employer. No applicant will be discriminated against because of race, marital status, sexual orientation, gender identity, political ideology, age, creed, religion, ancestry, national origin, or sensory, mental or physical disability.