Rubenstein School of Environment and Natural Resources

University of Vermont

Perennial Summer Internship Program - 2017

Internship Title: Business Development Intern

Internship Site: Earthwatch Institute, Allston, MA

Description: Earthwatch Institute is an international non-profit organization that supports field research worldwide in ocean health, cultural heritage, climate change, and wildlife and ecosystems. Earthwatch supports field research that utilizes highly motivated non-specialist volunteers, also called citizen scientists, to collect data. As an intern in the Field Research Expeditions department you will assist with a variety of tasks relating to recruiting volunteers to participate on citizen science expeditions.

Internships offer training in a variety of skill sets and provide individuals an opportunity to be part of an exciting and dynamic team. This position focuses on key sales strategies including lead prospecting and market research. Internship responsibilities may shift with seasonal needs of the Field Research Expeditions department. Responsibilities may include:

- Identify new and innovative opportunities to expand brand awareness
- Identify schools, clubs, and organizations for the potential recruitment of volunteers
- Identify, plan and coordinate volunteer outreach events (e.g. conferences, talks at clubs and businesses)
- Research and update stewarding best practices
- Write communications pieces for prospective volunteers in collaboration with the marketing department
- Researching industry best practices for volunteer outreach and recruitment
- Support team with data finds through learning how to navigate a CRM database

Desired qualifications/skills/coursework:

- Interest in sales, business development, or volunteer outreach and coordination (experience preferred)
- Interest in biology/ecology/environmental science/environmental studies
- Proficiency in Microsoft Excel, databases
- Experience writing, creativity a plus
- Demonstrated flexibility, initiative, resourcefulness, and collaboration skills
- Ability to multitask while staying organized
- Detail-oriented and a team player
- Sense of humor!

*Rubenstein students currently in their sophomore and junior years are eligible to apply. Earning internship credit through the Rubenstein Internship Program is required.*
Supervision:

Your primary supervisor will be Zachary Zimmerman (UVM ’13), and you will work with him and his fellow Expedition Advisors, the Field Research Expeditions department’s sales force, on various projects. You will also work with Caroline Nassif, Earthwatch’s Operations Manager, and Keegan Dougherty, Earthwatch’s Student Groups Coordinator.

Start and End Dates:

Mid-May – Mid-August, 2017 (exact start/end dates are negotiable)

Total Hours:

20 hours/week, 12 weeks (exact hours/weeks can are negotiable)

Compensation: $12.50/hour. *NOTE* Earthwatch will match RSEN’s wage($12.50/hour for 120 hours) with credits toward an Earthwatch Expedition. In exchange for 200 hours of service to Earthwatch, the intern will receive $1000 worth of Expedition Credits to be used toward one of a selection of Earthwatch Expeditions and a “travel only” stipend of 50% of the cost of ground transportation or airfare to the Expedition site, not to exceed $500. For hours worked above and beyond the 200 hour mark, the intern is eligible to receive an additional $5 in Expedition Credits for each hour worked to be used against the cost of an Expedition. This is a unique and exciting opportunity to participate in important field research projects.

How to apply: Follow step by step application instructions which are available on the Rubenstein Perennial Internship Program website. This will include logging into the CEMS-RSEN Internship, Co-Op, Research System and submitting the following (as pdfs whenever possible) by midnight, Sunday, January 29th 2017:

a. Resume
b. Cover Letter - You should upload and submit unique cover letters for each position to which you’re applying
c. Position Ranking - If you are applying for more than one Perennial Internship, please provide list of the positions in rank order.
d. Reference(s) – Provide name & contact information for at least one professional reference (this could be someone who supervised you in a past work/internship/volunteer position, a professor or teacher, etc.)
e. Transcript – Login to your my uvm portal, click on the Registrar link, click Request Official Transcript by email, once received save it as a pdf and upload.
f. A recommendation form, completed by a faculty member or teaching assistant, will also need to be submitted on your behalf. Please send this link to the faculty member/teaching assistant when you ask if they are willing to complete the recommendation form for you. Your recommender will complete & submit this form online and then your recommendation will be confidentially uploaded to your application(s).