Internship Title: Development and Communications Intern

Internship Site: The Land Conservancy of New Jersey, 19 Boonton Avenue, New Jersey

Description: The Development and Communications Intern will work with our Development Director and our Outreach and Communications Team at The Land Conservancy of New Jersey’s Headquarters in Boonton. The Development and Communications Intern will help coordinate new outreach and event opportunities within the community especially at our South Branch Preserve. This includes participation in local green festivals, farmers markets, and coordinating engagement opportunities such as hikes, environmental programs, garden programs, etc. They will also assist the Development and Communications Team with our signature special event The Gray Cup Invitational Golf Classic. Responsibilities include helping with pre-event logistics; volunteer recruitment, solicit in-kind donations for auction items and provide administrative support to the event committee. Additionally, the Intern will work with the Communications Team and assist with direct mail and external/internal communication strategies, website updates, and social media initiatives.

Desired qualifications/skills/coursework: Applicants for the Development and Communications Internship should possess excellent interpersonal, oral, and written skills. Through hands-on work the Intern will learn the fundamentals of non-profit administration specifically in the areas of fundraising, event planning, marketing and outreach. Individuals interested in pursuing careers in environmental nonprofit management and public administration are strongly encouraged to apply. Independent workers with strong organizational skills and attention to detail will excel in this position. A strong knowledge of Microsoft Office Suite and Social Media will be helpful for this internship position as well.

Supervision: The Development and Communications Intern will work closely with the entire Development and Communications Team, which includes a Communications Manager, Membership and Outreach Manager, Communications Administrator and Development Director. Collectively, the team has over 30 years’ experience in their respective fields and Interns will have the ability to gain valuable insight into nonprofit fundraising and marketing best practices.

Start and End Dates: Mid-May – Mid-August, 2019 (exact start/end dates are negotiable)

Total Hours: 40 hours/week, 12 weeks

Compensation: $12.50/hour

*Rubenstein students who will have completed their sophomore or junior year by May 2019 are eligible to apply. Rubenstein students can apply for up to 3 Perennial Internships. Earning internship credit through the Rubenstein Internship Program will be required.*
How to apply:

1. Click the following link to view the Rubenstein Perennial Internships in Handshake (https://uvm.joinhandshake.com/employers/226837)
   a. If asked to log in: click “UVM Net ID Login” & login
   b. Click the Favorite button to enable easier searches in the future

2. Click “View All Jobs” in Jobs at Rubenstein Perennial Internship Program box on right side of page

3. You should now see the great Perennial internship opportunities! Click “View Details” to learn more about each position.
   a. Please do take the time to read through each individual description so that you don’t miss a great opportunity by judging an internship solely on its title
   b. You may apply for up to three Perennial Internships
   c. All applications are due by midnight, Wednesday, January 30th, 2019

4. You’ll need to upload all required documents in Handshake in order to apply for any Perennial Internship:
   a. Click on your name at top right of screen in Handshake
   b. Select Documents

5. Please upload documents as pdfs whenever possible. The following are required documents:
   i. Resume
   ii. Cover Letter - You should write & upload unique cover letters for each position to which you’re applying
   iii. 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
   iv. Other Required Documents - Reference(s) & Position Ranking - in one document, please include & upload:
      1. 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
      2. Position Ranking - If you are applying for more than one Perennial Internship, provide a list of the positions in rank order

6. In addition to the documents you’ll submit, a recommendation form needs to be completed by a Rubenstein faculty, graduate student or staff member of your choosing. Please provide your recommender this link to the recommendation form when you ask if they are willing to complete the form to support your application.
a. Only one recommendation form needs to be completed regardless of how many Perennial Internships you’re applying for. This recommendation form needs to be completed by the January 30th deadline.

b. Your recommender will complete & submit this form online and then your recommendation will be confidentially added to your application(s).

7. Make sure that your resume and cover letter(s) are as strong as they can be! Utilize the resources around you:

   a. The Rubenstein Stewards are great at reviewing resumes/cover letters and providing helpful feedback – stop by Aiken 219.

   b. Stop by Anna Smiles-Becker’s (Rubenstein Career Counselor & Internship Coordinator) office (Aiken 220G) to sign up for a resume/cover letter review appointment.

   c. Visit the The Hub, 1st Floor Davis Center Mondays-Thursdays 10am-5pm, Fridays 10am-3pm.

8. A team of Rubenstein faculty and staff will be reviewing all submitted applications and forwarding materials onto each Perennial site. If you are selected to interview for a Perennial Internship, you will be contacted by the site to set up an interview during early-mid March.