



POSITION DESCRIPTION

POSITION TITLE: Save the Elms Program Intern (Unpaid)

DEPARTMENT: Engagement Department

REPORTS TO: Volunteer Program Coordinator

Duration of internship: March 2018—June 2018 (flexible start/end dates)

Time commitment: Weekly commitment of 10-15 hours. Most time will be dedicated to weekday, daytime work (days/times are flexible), though there will be some evening/weekend events as well.

POSITION SUMMARY: The Save the Elms Program (STEP) Intern will undertake various tasks and projects that support the efforts of the organization's annual summer elm tree monitoring initiative. This year's program goal is to train a corps of 200 volunteer citizen scientists to monitor all of Sacramento's 2,000 remaining elm trees for symptoms of the incurable Dutch elm disease. A successful intern will work closely with the Volunteer Program Coordinator to make insightful program improvements, engage with volunteer citizen scientists, and ensure program success by following through on duties as assigned.

PRIMARY DUTIES:

- Work closely with the Volunteer Coordinator on various projects related to: event planning, community outreach, volunteer support, writing web and print materials, and program evaluation
- Respond in a timely manner to email and phone inquiries
- Participate in relevant meetings
- Support other tasks as needed

POSITION REQUIREMENTS:

- Submit a cover letter and resume
- Interview for the position
- Willingness to learn about elm trees, Dutch elm disease, and the smartphone application GreenprintMaps
- Work with the internship supervisor to establish and commit to a regular schedule
- Ability to work with a diverse group of community and staff members

ATTITUDES, ABILITIES, AND SKILLS:

- Interest in citizen science, community outreach, and/or environmental sustainability
- Experience and comfort with: Microsoft Word, Excel, PowerPoint, and smartphone applications
- Knowledge of computer science and application development helpful, but not required
- Skilled at internal and external communications
- Interest in following structured systems and making improvements where needed
- Able to drive/have own vehicle – helpful but not necessary
- Flexibility, an interest in learning, and a willingness to share opinions

WORKING CONDITIONS:

This is an unpaid internship position and is primarily based at the Sacramento Tree Foundation office (191 Lathrop Way, Suite D, Sacramento, CA 95815). Occasional outdoor work is required for this position; therefore, the STEP Intern may be exposed to extremes in weather including heat, rain, and freezing temperatures as well as extended periods of sitting and standing. Mileage will be reimbursed for travel to locations other than the Tree Foundation office.

THE INTERN WILL RECEIVE:

- Orientation to the Sacramento Tree Foundation, nonprofits, and the social sector
- A personal learning plan designed to highlight personal and professional goals of the intern
- Certificate of Completion or Letter of Recommendation upon successful completion of the project
- Scholastic internship credits, as desired and approved by your school
- Our gratitude and thanks!

MISSION STATEMENT:

The Sacramento Tree Foundation is a community benefit organization working to build healthy, livable communities in the Sacramento region by growing the best urban forest in the nation.

THIS DESCRIPTION DOES NOT CONSTITUTE AN OFFER OF EMPLOYMENT

To apply, please email your resume and a cover letter to the Volunteer Coordinator, Katie Gerhart, at katie@sactree.com, ATTN: STEP Internship Application