



Community Outreach Intern

60 hours; flexible schedule

JOB DESCRIPTION

Title: Community Outreach Intern
Reports to: Johnson Creek Watershed Council, Courtney Beckel – Volunteer Coordinator
Status: Unpaid. Flexible schedule. Intern would complete 60 hours.

Purpose:

The Johnson Creek Watershed Council seeks a highly professional, personable intern to assist with outreach work. Internship will include representing JCWC at community events, assisting with volunteer recruitment, communications, and event planning.

Position Description:

General Responsibilities (to include, but not limited to):

- Assist with website updates
- Assist with management of email and contact database
- Attend volunteer restoration events and other Council hosted activities
- Assist with flyers and other outreach material design and dispersal
- Assist with media releases. Helps ensure JCWC events and calendar lists are included in appropriate area publications.
- Help at any upcoming tabling events and serve as a JCWC representative at area fairs, festivals and other community, regional and partner outreach and education events
- Assist with volunteer and partner communications via mail, phone and email
- Create a journal of all activities each week; ensuring a well-kept record of accomplishments is recorded.
- Other tasks and responsibilities as assigned – including some database entry and various tasks around the office

Benefits

- Experience with outreach, database management, event-planning, and coordination
- Networking experience—possibility to build relationships with local teachers, environmental professionals and jurisdictions
- Familiarity with the workings of a dynamic, conservation-oriented nonprofit
- Training and expertise in best practices for community outreach and volunteer recruitment

TO APPLY: Fill out our [Volunteer Application](#); email Janel at info@jcwcc.org with questions.

Johnson Creek Watershed Council is committed to a diverse workplace. People of color, people with disabilities, veterans, and LGBTQ candidates are strongly encouraged to apply.