

2018 Weeks Bay Foundation Summer Intern Positions

The Weeks Bay Foundation is seeking two motivated candidates for an 8-week summer internship. This is a fun and multi-faceted job opportunity with an established land trust. One position will be funded by the ExxonMobil Community Summer Jobs Program and one will be funded through the Mapp Family Foundation.

Preferred Start Date: June 1 – 15

Length of Internship: Eight weeks, 35 hours per week

Schedule: Monday – Friday 9am – 4pm. Occasional weekend work.

Compensation: \$2,500/intern before taxes

Deadline to Apply: May 7, 2018

Job Description

The Weeks Bay Foundation has worked since 1990 to protect critical habitat throughout coastal Alabama. This internship gives participants a first-hand experience working at a small nonprofit where every staff member is critical to accomplishing our mission. We all work hard and take a great sense of pride in what we accomplish. The majority of this internship will be outdoor work. This can be hot, buggy, and dirty work. We often work on or around water. It is common to see snakes, alligators, and other wildlife during our activities. All applicants should be comfortable working in these conditions.

The interns will assist with numerous parts of the Weeks Bay Foundation mission, including:

- Learning about the land conservation process.
- Assisting with community outreach for large-scale habitat restoration projects.
- Assisting with environmental stewardship activities.
- Learning to identify the native plants and animals of the region.
- Planning and conducting a large canoe and kayak race event.
- Assisting office staff 1-2 days a week on office logistics, such as filing historic reports, preparing membership letters, and any other duties needed.

Aside from these main objectives, the interns will also have the opportunity to explore their own interests. The Weeks Bay Foundation has the ability to accommodate interns with diverse skills. If an intern has a passion for computer programming or IT work, they can assist with our website. If an intern is studying journalism, they can research and submit articles to our E-news and print newsletter. If they are focused on education, they can assist with school groups visiting the Weeks Bay Reserve. Interns will be able to get out as much as they put into this internship.

Requirements for the ExxonMobil Community Summer Jobs Position

- Applicant is a currently enrolled, full-time (minimum of 12 hours), undergraduate having completed at least their freshman year.
- Applicant will be returning to school in the fall of 2016 as a full-time sophomore, junior, or senior.
- Applicant is not related to any employee or permanent contractor of ExxonMobil.
- Applicant is not related to any employee or board member of the Weeks Bay Foundation.

- Applicant must be willing and able to commit to working the entirety of the 8-week position, averaging 35 hours a week, with occasional weekend work.
- Applicant is willing and able to work outside for extended periods of time in adverse conditions, including wetlands, rivers, and bays.
- Applicant can work well as a respectful part of a team, listen to directions, and perform their duties in a safe manner.
- Applicant has their own transportation and housing.

Requirements for the Mapp Family Foundation Position

- Applicant is a student in good standing, enrolled in either an undergraduate or a graduate level program.
- Applicant is willing and able to commit to working the entirety of the 8-week position, averaging 35 hours a week, with occasional weekend work.
- Applicant is willing and able to work outside for extended periods of time in adverse conditions, including wetlands, rivers, and bays.
- Applicant can work well as a respectful part of a team, listen to directions, and perform their duties in a safe manner.
- Applicant has their own transportation and housing.

If you would like to apply, please email a resume and cover letter to yael@weeksbay.org.