



DATE: February 28, 2018

JOB TITLE: Fred E. Ellis Summer Internship

The Fred E. Ellis Summer Internship is named in honor of the Preservation Trust's longest serving board member. In addition to his work on our board, Fred and his wife, Marilyn, were responsible for the protection of more than 1,000 acres of woodlands, wetlands, farmland, and shoreline on Shaw and Lopez Islands.

TIME COMMITMENT: This is a six-week internship program requiring approximately 32 hours per week. Internship may occasionally require evening and weekend work. Start time and work days are negotiable.

COMPENSATION: \$2,500 upon completion of six-week internship. Payment schedule is negotiable.

LOCATION: Based in our Friday Harbor office, but will require significant interisland travel.

SUMMARY OF POSITION: This summer internship program is designed to expose the Intern to the entire range of activities performed by a conservation land trust, while providing the Preservation Trust with needed assistance in reaching its goals. Approximately half of the Intern's time will be spent assisting our stewardship group as they perform restoration, monitoring, and maintenance work on SJPT-protected lands. The remainder of the Intern's time will be spent (a) supporting our summer events and outings schedule, and (b) working from our Friday Harbor office on a variety of projects assigned by our conservation, philanthropy/communications, and administrative groups. Independent project proposals will be considered.

QUALIFICATIONS: Self-motivated individual with experience or education in natural resources and an interest in land conservation. Background in one or more of the following areas is desired: GIS, GPS mapping, environmental education, and field biology. An ability to deal well with a wide variety of people, including volunteers, landowners and the general public, and a willingness to work independently and perform a variety of tasks, including travel to other islands.

DUTIES:

- Support stewardship field work as assigned.
- Support our summer "Events & Outings" program as assigned. May require some evening and weekend work.
- Assist executive, conservation, philanthropy/outreach, and administrative staff as assigned.
- Some examples of past intern projects include:

- Research and preparation of grant proposals
- Trail maintenance, invasive plant removal, and other restoration work on our nature preserves
- Preparation of an “Oil and Coal Spill Preparedness” brief for the organization
- Production of short videos to acknowledge donors and support capital campaigns
- Creation of posts for our social media platforms
- Analysis of ownership within priority conservation areas

WORKING CONDITIONS: Work is performed both in the field and in an office setting. Field work often requires walking over uneven terrain and the ability to do strenuous work such as trail clearing and post hole digging. Preservation Trust preserves and conservation easements are located throughout the San Juan Island, and extensive travel is required to visit many of these properties. The Preservation Trust charters transportation to the non-ferry served islands and some flexibility is required to work around the travel schedule. Occasional evening and weekend work will be required.

ADDITIONAL QUALIFICATIONS: Candidate must be able to thrive within a small nonprofit office environment, possess a strong belief in land conservation, and demonstrate a passion for protecting the San Juan Islands.

APPLICATION INSTRUCTIONS: Submit resume and cover letter by email to Jill Belcovson at jill@sjpt.org (please include “Internship Program” in the subject line), or by regular mail to:

Jill Belcovson
Administration Manager
The San Juan Preservation Trust
PO Box 759
Friday Harbor, WA 98250

The San Juan Preservation Trust (www.sjpt.org) is a private nonprofit organization that preserves and protects open space, scenic views, forests, agricultural lands, habitats, watersheds, riparian corridors, wetlands, and shorelines in the San Juan Archipelago. The San Juan Preservation Trust is an equal opportunity employer.