



DATE: January 24, 2020

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, including the Marilyn and Fred Ellis Preserve on Shaw Island.

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: \$2,000 upon completion of six-week internship. Payment schedule is negotiable. Housing is provided.

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. About 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, as well as supporting volunteer work parties. 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/outreach, 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 studies, communications, 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 over land and water.

DUTIES:

- Support stewardship field work and volunteer program as assigned.
- Support our summer Events & Outings program as assigned. May require some evening and weekend work.

- Assist Executive Director as well as conservation, philanthropy, communications/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 land 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 Islands, and extensive travel is required to visit many of these properties. The Preservation Trust provides boat transportation to 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. Valid driver’s license a prerequisite.

TO APPLY: Submit résumé and cover letter by email to Sierra O’Connell, Volunteer and Outreach Coordinator, at sierra@sjpt.org (please include “Internship Program” in the subject line).

APPLICATION DEADLINE: March 6, 2020

The San Juan Preservation Trust (www.sjpt.org) is a 501(c)(3) nonprofit, nationally accredited land trust headquartered in Friday Harbor, WA. Our mission is to CONSERVE the natural beauty, vital ecosystems, and unique character of the San Juan Islands for future generations; to CARE for the lands and waters under our protection, with our partners; and to CONNECT people to nature, to each other, and to the Preservation Trust. The San Juan Preservation Trust is an equal opportunity employer.