



New Canaan
Land Trust

Internship Program Coordinator

The New Canaan Land Trust seeks a seasonal, full-time Coordinator to run its flagship spring and summer internship programs. The Coordinator is responsible for ensuring the success of the programs and for completing the educational and stewardship goals of the internship programs.

These programs are centered around land stewardship projects, while also giving interns the opportunity to understand the importance and operation of a Land Trust. Throughout the program, interns complete meaningful work that benefits the Land Trust and their community, while learning about sustainable land management and land conservation. Program participants also meet and work with professionals in the environmental and land stewardship fields, and visit organizations with conservation-related missions.

The Program Coordinator works closely with 4-6 high school-aged interns on a daily basis. The Coordinator should be able to lead and motivate the group to complete stewardship projects, while also seeking opportunities for educational enrichment and ensuring that the internship is a positive experience for its participants.

Responsibilities and Duties:

- Ensure the safety of and serve as a role-model for all participants of the internship program
- Effectively lead program participants in the completion of stewardship and other land trust projects
- Identify opportunities for field-based learning about various environmental topics
- Coordinate field trips, workshops with local professionals, and other aspects of the program
- Provide weekly updates to the Executive Director, and write weekly blog post about program

Qualifications and Skills:

- A degree in/experience related to environmental science, education, or sustainable land management
- Demonstrated leadership skills, especially experience working with volunteers or high school students
- Experience completing various land stewardship projects, including but not limited to basic trail maintenance, invasive species removal, tree planting, tree pruning, etc.
- A valid driver's license is required, as is a willingness to drive a full-sized pickup truck
- Applicants must be able to pass a background check (CORI and SORI)

Duration: The 15-week position will start on May 11, 2020 and conclude on August 21, 2020.

Hours: Hours will typically be from 8:30am - 4:30pm, Monday through Friday. Full-day field trips or inclement weather may extend or shorten some days.

Compensation: Weekly salary of \$600 - \$750, commensurate with qualifications and experience. Out of town mileage will be reimbursed at the federal rate. NCLT carries worker's compensation insurance for all employees, but does not offer any additional benefits to seasonal employees.

Training: The Coordinator will work closely with the Executive Director for one week, prior to the start of the internship programs. During that time, the Coordinator and Executive Director will develop a list of projects, set goals and expectations, begin formalizing workshops and field trips, and lay a solid foundation for the program's success. After this week, the coordinator is expected to run the internship programs with minimal assistance.

How to Apply: Please send a resume and cover letter to info@newcanaanlandtrust.org. Only complete applications sent to this address will be considered. Applications will be accepted and reviewed on a rolling basis.

The New Canaan Land Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive work environment for all employees.

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