



## Internship Program Coordinator

<b>Location:</b>	New Canaan, CT
<b>Status:</b>	Full-time, seasonal, exempt
<b>Reports to:</b>	Executive Director
<b>Posted:</b>	February 1, 2023
<b>Deadline:</b>	March 31, 2023

### About the New Canaan Land Trust

The New Canaan Land Trust (NCLT) is a nationally accredited non-profit land conservation organization, operating in New Canaan, Connecticut. Founded in 1967, NCLT protects nearly 400 acres of open space, ranging from single-acre wetlands to 45+ acre preserves with diverse habitats. NCLT is the largest private landowner in New Canaan, and continually works to add to its portfolio of protected lands.

NCLT is driven by its mission to engage the New Canaan community in the conservation and stewardship of open space. Approximately half of NCLT's acreage is open to the public, with over 6 miles of trails across 10 of NCLT's largest preserves. Events, internships, volunteer opportunities, and other community programs help to strengthen the New Canaan community's connection with NCLT's special places.

### Overview

NCLT seeks an enthusiastic and self-motivated Coordinator to lead its Summer Steward Internship Program which is comprised of three cadres of five interns working in three-week sessions from late June through late August. There will be a two week orientation and training period beginning in early June and a one-week closing and reporting period in late August. Additional details about the Summer Steward Internship Program are found [HERE](#).

The ideal candidate will have a passion for engaging youth in conservation and stewardship work, experience working on a variety of land stewardship projects, and a desire to share their knowledge with the next generation of environmentalists.

The Coordinator's primary responsibility is to lead interns in completing a variety of land stewardship projects across the Land Trust's network of 65+ properties. These projects include, but are not limited to, trail construction and maintenance, planting/pruning/watering trees and shrubs, stone wall repair, and invasive species removal. Rainy days are spent at the office, where interns contribute to other aspects of NCLT's work including, social media posting, conservation research, and more.

The Coordinator is also responsible for coordinating both on- and off-site experiential learning opportunities for the interns, including field trips to other local conservation organizations and workshops with environmental professionals. This combination of work and education provides a rewarding experience for our interns and is bolstered by the strong leadership of the Coordinator.

### Responsibilities and Duties

- Ensure the safety of and serve as a role-model for all participants of the internship program.
- Develop weekly work plans that balance the stewardship and educational objectives of the program. Prior to the start of the week, communicate this plan to interns, parents, and the Executive Director.
- Identify opportunities for field-based learning and coordinate more formal experiential learning opportunities including field trips and mini-workshops.



- Lead interns in completing stewardship projects to the highest possible standard.
- Teach interns how to safely use and properly care for tools used in completing land stewardship projects (including loppers, and saws, pry bars, post-hole diggers, etc.).
- Track the progress of projects and provide weekly updates to the Executive Director.
- Write weekly updates for the Land Trust's blog and create/post relevant content to social media.

### **Qualifications and Skills**

- Experience completing various land stewardship projects (especially those mentioned above) and safe usage of the tools commonly used to complete those projects. Experience operating a chainsaw and/or basic carpentry skills are a plus.
- Demonstrated leadership skills, especially experience working with volunteers, high school students, or service organizations.
- First aid and/or CPR training is preferred
- A valid driver's license is required, as is a willingness to drive a full-sized pick-up truck
- Applicants must be able to pass a background check (CORI and SORI)

### **Duration and Hours**

The 12-week position will start on June 12, 2023 and conclude on September 1, 2023. Candidates must be able to start by June 12, 2023, to allow for training and onboarding prior to the start of the first summer steward internship session on June 26, 2023. The Coordinator must be able to work through the September 1, 2023 closing date.

Hours are 8:30 am to 4:30 pm, Monday through Friday. The Coordinator works with interns from 9:00 am to 3:00 pm, and typically uses the remaining time to finish projects, plan upcoming projects and programs, provide written updates to interns and parents, and check in with the Executive Director.

### **Compensation**

Weekly salary of \$600 to \$800, commensurate with qualifications and experience. NCLT carries worker's compensation insurance for employees and does not offer additional benefits to seasonal employees. Two paid personal days are allowed, plus one additional paid day off for the Independence Day holiday.

### **Training**

The Coordinator will work closely with the Executive Director for 2 weeks 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 period, the Coordinator is expected to run the internship program with minimal assistance.

### **How to Apply**

Please send a resume and cover letter, combined into a single PDF, to [info@newcanaanlandtrust.org](mailto:info@newcanaanlandtrust.org) with "Internship Program Coordinator" in the email subject line. Only complete applications sent to this address will be considered. Applications will be reviewed on a rolling basis from February 1 until March 31. Unsuccessful applicants will not be contacted. No phone calls, please.

*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.*