



Internship Program Coordinator

Location: New Canaan, CT

Status: Full-time, seasonal, exempt

Reports to: Executive Director

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.

Your assignment will begin with a two week orientation and training where you will familiarize yourself with NCLT while assisting our Executive Director lead the tail end of the New Canaan High School Senior Internship program. This will be followed by a two week planning period, where you will prepare programming and activities for the arrival of the Summer Stewards. After nine weeks of leading the Summer Stewards, we ask that you complete wrap up reporting. This can be done onsite or remotely depending on the applicants schedule. 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 Summer Stewards in completing a variety of land stewardship projects across the Land Trust's network of 65+ properties and Headquarters Campus. These projects include, but are not limited to, trail construction and maintenance, planting/pruning/watering plants, trees and shrubs, stone wall repair, and invasive species removal. Rainy days are spent at the NCLT Headquarters, where interns contribute to other aspects of NCLT's work including community outreach, conservation research, and more.



Responsibilities and Duties

- Ensure the safety of and serve as a role-model for all participants of the internship programs. ● 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 criminal and driving background check (MVR, CORI and SORI)

Duration and Hours

The 14 - week position will start on May 26, 2026 and conclude on August 28, 2026. Candidates are expected to work through the close of the internship program on August 21, 2026. After the internship closing date, the candidate will be responsible for completing wrap up reports of the program. This work can be done on site the week of August 24, 2026 or it can be completed remotely in a timely manner.

Hours are 8:00 am to 3:30 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 \$800. NCLT carries worker's compensation insurance for employees and does not offer additional benefits to seasonal employees. Two paid personal days are allowed, plus three additional paid days off for Memorial Day, Juneteenth and the Observed Independence Day holiday. Housing opportunity available for the right candidate at the New Canaan Land Trust Headquarters located in northeast New Canaan, please inquire during the interview process.

Training

The Coordinator will work closely with the Executive Director 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 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 admin@newcanaanlandtrust.org with "Internship Program Coordinator" in the email subject line before March 7th 2026. Only complete applications sent to this address will be considered. Applications will be reviewed on a rolling basis. 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.