2015/2016 Internship -- U.S. Endowment for Forestry and Communities

The Endowment is a not-for-profit public charity that operates with a small staff to maximize financial investment in mission-related work. To augment staffing needs, we have an on-going Internship Program to attract bright minds from the university community. This program provides real and substantial benefits to interns and the Endowment. The Endowment is now recruiting one new intern, to begin in mid-May 2015 and continue for 12 months.

For interns, this opportunity provides real-world experience within the workings of a national, not-for-profit institution; a “resume-builder” that speaks to potential employers about commitment and motivation; financial support; and a customized, self-developed, and self-directed learning plan to aid in on-going education. For the Endowment, interns provide an infusion of additional talent to aid with our projects, and exposure to bright minds with different generational experiences and expectations.

Criteria for Internship Candidates

- U.S. citizen or non-citizen with all appropriate visas and paperwork
- Completed at least an undergraduate degree by start date
- A one-year commitment to full-time work
- A grade point average of least 3.0 on the 4.0 scale (or equivalent)

Work Periods and Hours
Interns will be provided office space at the Endowment’s headquarters in Greenville, South Carolina. Office hours are typically 8-5 weekdays, with a one-hour lunch break (40 hours/week). We seek to be as flexible as is practical and we work with each intern on a meaningful, learn-by-doing experience that will benefit both the Endowment and the intern.

Compensation for Services
Interns are considered full-time, temporary employees for the contracted period. We pay a flat rate ($11/hour) subject to all applicable payroll taxes. Interns are not eligible for all benefits available to other full-time employees, but are provided the full slate of paid holidays available.

Other Considerations
Participation in the Endowment Internship Program does not in any way imply promise of future employment. Preference will be given to candidates pursuing natural resources, social sciences, and/or public policy studies, though we welcome applications from candidates in any academic area of study.

Interested candidates should send the following to Coleman Allums at coleman@usendowment.org:

- A letter of interest also stating the term of availability
- A resume or CV, including GPA and list of relevant coursework
- A writing sample (2-4 page recently written essay, report, or similar document or excerpt) that is most representative of the writing ability and intellect the applicant would bring to the Endowment

Application Process Timeline

- February 2, 2015 Deadline for Applications
- February 3-27, 2015 Interviews with Candidates
- March 2, 2015 Decisions Announced

The U.S. Endowment for Forestry and Communities is an Equal Opportunity Employer and will seek interns regardless of age, sex, disability, race, color, religion, national origin, or military service.