

Internships with the U.S. Endowment

As a not-for-profit public charity the Endowment operates with one of the leanest staff structures of its peer group with the intent of maximizing financial investment in mission-related work on the ground. To augment staffing needs across our programmatic focus, we have an on-going Internship program to attract bright minds from the university community. We have designed this program to provide real and substantial benefits to interns as well as to the Endowment.

Among Benefits of the Program are:

To the Endowment	To the Intern
Cost-effective infusion of additional arms, legs and minds to aid with specific Endowment projects and for specified periods of time (e.g. a semester/year)	Real world experience in workings of a not-for-profit institution
Exposure to bright minds with different generational experiences and expectations	A “resume builder” experience that speaks to potential employers about commitment and motivation
	Modest financial support
	A customized, self-developed and directed learning plan to aid the intern in ongoing education

Criteria for Internship Candidates

Persons interested in an Internship must meet the following criteria:

- Be a U.S. citizen or non-citizen with all appropriate visas and paperwork, pursuing an academic degree at a U.S. college or university or *preferably someone who has successfully completed at least an undergraduate degree.*
- Completed at least the junior year and be available for a minimum of one semester of work.
- An academic record of at least 3.0 of 4.0 grade point average (or equivalent).
- Candidates may be pursuing or have attained a degree in any academic area of study with *preference will be given to candidates pursuing natural resources and/or public policy studies.*

Work Periods and Hours

The Endowment will seek to maintain at least one internship opportunity on an ongoing basis with positions being in the Greenville, SC office. Internships are typically for a semester (e.g. spring or fall term; or longer), preference will be given to candidates that wish to commit to a year of full-time, temporary work. We seek to be as flexible as is practical and our desire is to work with each intern to ensure that their focus is first on their academics and second upon a meaningful learn-by-doing experience that will benefit both the Endowment and the intern.

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Compensation for Services

Interns at the Endowment are “on the payroll” as full-time, temporary employees. We pay a flat rate (currently \$10/hour) subject to all applicable payroll taxes. Interns will typically work 40 hours/week. As full-time, temporary employees, interns are not eligible for many benefits available to full-time Endowment employees. One exception is that interns are provided the full slate of paid holidays available to full-time Endowment employees.

Other Issues

Participation in the Endowment Internship program does not in any way convey any implications or promises of future employment opportunities.

Application Process

Interested candidates should send to the Endowment via email:

- A letter of interest also stating the term of availability and an estimate of period available to dedicate to the internship opportunity.
- A resume (including academic ratings)
- A writing sample.

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.