

Internships at the U.S. Endowment

As a not-for-profit public charity the U.S. 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 on an individual project and/or a short-term basis, we have instituted an on-going college 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.

The benefits of the Intern Program are as follows:

To the U.S. Endowment	To the Intern
Cost-effective infusion of additional arms, legs and minds to aid with specific Endowment projects or for specified periods of time (e.g. a semester)	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 their on-going education

Criteria for Internship Candidates

Persons interested in an Internship with the U.S. Endowment 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.
- Have completed at least the sophomore year of study (*preference will be given to seniors*).
- Maintain an academic record of at least 3.0 of 4.0 grade point average (or equivalent).
- Candidates may be pursuing a degree in any academic area of study (*preference will be given to candidates pursuing natural resources and/or public policy studies*).

Work Periods and Hours

The U.S. Endowment will seek to maintain at least one internship opportunity on an on-going basis with most positions being in the Greenville office. Internships are typically for a semester (e.g. spring or fall term; or summer break). We seek to be as flexible with our interns as is possible. There is no set work schedule or fixed number of hours. Our desire is to work with each intern to ensure that their focus is first on their academics and second upon a modest but meaningful project schedule that will benefit both the Endowment and the intern.

Compensation for Services

Interns at the U.S. Endowment are “on the payroll” as part-time, non-benefit employees. We pay a flat rate (currently \$10/hour) subject to all applicable payroll taxes. Interns will typically work 150-300 hours in a semester but in no case will they work more than 1000 hours in a calendar year. As part-time, temporary employees, interns are not eligible for any of the benefits 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 U.S. Endowment via email:

- A letter of interest also stating the term of availability and an estimate of hours 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.