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# ENDOWMENT BACKGROUND

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2020 Internship Program at the U.S. Endowment for Forestry and Communities

**About:** The U.S. Endowment for Forestry and Communities (Endowment) is a not-for-profit public charity based in Greenville, SC that operates with a small staff to maximize financial investment in mission-related work.

**Mission:** The Endowment works collaboratively with partners in the public and private sectors to advance systemic, transformative and sustainable change for the health and vitality of the nation's working forests and forest-reliant communities.

**Vision:** America's forests are sustainably managed to meet broad societal objectives such as marketable products, clean waters, wildlife habitats and other ecological services while ensuring healthy and vibrant forest-reliant communities.

To learn more visit [www.usendowment.org](http://www.usendowment.org)

**Internship Description:** To augment program needs, we have an ongoing internship program to attract bright minds from the postgraduate community. This program provides real and substantial benefits to interns and the Endowment.

**The Endowment is now recruiting one impact intern to begin in June 2020.**

**Goal:** The goal of the impact intern is to support the Endowment staff and showcase the impact of the work done at the Endowment. This internship also provides pre-professional experiential learning opportunities for young professionals aspiring to work in the non-profit sector. The goal of the Endowment is to expose the intern to different experiences and professional settings and provide an environment for learning, professional growth, and on the job problem solving.



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# INTERN RESPONSIBILITIES

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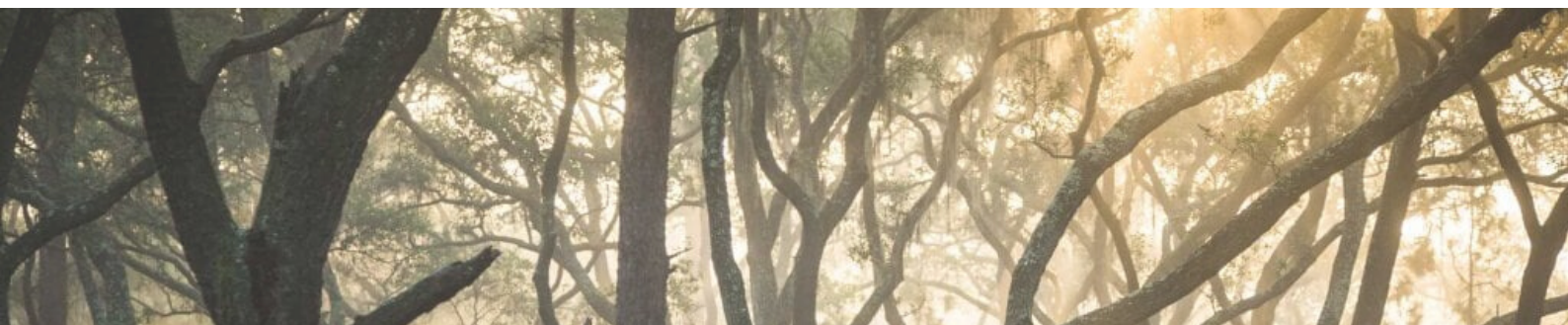
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## **Communications:**

- Assist with Endowment press releases including both proofreading and distribution through MailChimp and the Endowment's website.
- The intern will be responsible for managing the Endowment's listserv and general account management on MailChimp.
- Help staff with the creation of other communication materials such as one-pagers, annual reports, PowerPoints, impact reports, and other documents as needed.
- Keep the Endowment website up to date with news, funding opportunities, media, and other information. Training will be provided on WordPress' Gutenberg editor for website updates.
- Help to manage the Endowment's social media accounts as needed.
- Design and publish documents including event invitations, meeting materials, newsletters, and other communications.
- Manage the Board of Directors engagement materials on Diligent software for all board meetings and calls. Training on Diligent will be provided.
- Assist as needed on Diligent questions/support/issues.
- Answer calls and direct to appropriate information or staff.

## **Program Support:**

- Assist Program Officers with creation of applications, forms, reports, meeting materials, and setting up educational webinars on various programs
- Day to day program support on adhoc basis



# INTERN RESPONSIBILITIES

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## **Grants/Finance:**

- Assist Grants/Contracts Specialist and Finance team with any special projects
- Learn newly implemented foundationConnect grants management database (Salesforce based) and assist Grants/Contracts Specialist with database administration duties. Training on Salesforce/foundationConnect will be provided.

## **Meetings:**

- Facilitation of the daily morning team call (once comfortable)
- Weekly check-ins with supervisor and participation in quarterly all team meetings
- Participation in other meetings as requested

## **Other/Miscellaneous:**

- Assist other staff members with technology
- Develop objectives and key results for your work and report monthly on key results
- Keep weekly timesheet of activities and hours worked to submit to supervisor for approval
- The Endowment is open to other projects and responsibilities based on the intern's goals, skillset, and interests
- The intern will be provided with quarterly, dedicated reviews in addition to ongoing feedback on performance
- Due to the nature of the Endowment's work, this position does require flexibility and a willingness to adjust to unexpected or near-term deadlines





# WORK AND COMPENSATION

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**Work and Compensation:** Interns will be provided office space at the Endowment's headquarters in Greenville, South Carolina. Office hours are 8am-5pm with an hour lunch break. The preferred duration of the internship is one year. Compensation for this role is \$15/hour with the expectation of approximately 40 hours average per week. With advance notification the Endowment will allow flexibility practical; however, the intern will only be paid for time worked and is required to keep a weekly log of activity hours worked. As an independent contractor, the intern will be responsible for all taxes and assessments related to these earnings and is not be eligible for Endowment employee benefits (healthcare, PTO, retirement, etc.). The supervisor for this position is the Grants/Contracts Specialist, Aleta Rogers.

**Application Requirements:** Applicants should be highly self-motivated and have the ability to independently work on multiple projects at once. Successful candidates will also be able to work in a dynamic work environment, responding to multiple program areas and organizational needs.

## REQUIRED 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 (June 2020)
- Duration of the internship is one-year
- A grade point average of least 3.0 on the 4.0 scale (or equivalent)
- Must have sufficient skills in writing and communications

## PREFERRED CRITERIA FOR INTERNSHIP CANDIDATES

- Willing to work in an office environment; this is an office based position
- Relevant coursework or practical experience
- An interest in any of the following: forestry, conservation, nonprofit work, communications, rural development
- Experience using Office 365 applications



# APPLICATION DATES

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## Application Process for the Internship Program:

Please send the following items to Aleta Rogers at [aleta@usendowment.org](mailto:aleta@usendowment.org) by 5pm EST March 25, 2020.

- 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;
- A letter of reference from a faculty member.

*If possible, please submit all materials as a single pdf.*

### APPLICATION

### PROCESS

### TIMELINE

- March 25, 2020 - **Deadline for Applications**
- April 1-8, 2020 - **Interviews with Candidates**
- Week of April 13, 2020 - **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.

