



# THE WILDLIFE SOCIETY

Leaders in Wildlife Science, Management and Conservation

## Operations and Outreach Internship Program

The Wildlife Society (TWS) has an opening for a paid operations and outreach intern with an interest in professional development and non-profit operations. This will be a six month appointment running from mid-January – late June 2021.

**DUTIES:** The operations and outreach intern will be an integral part of TWS' professional development programs and organization unit services. These programs work to 1) improve communication and engagement between TWS and among organization units, 2) develop and administer TWS' professional development offerings, and 3) lead diversity, equity, and inclusion initiatives. Interns are responsible for:

- Assisting with the development and implementation of diversity, equity, and inclusion initiatives
- Creating and updating program content and resources (Webpages, Webinars, Email Announcements, etc.)
- Writing articles for wildlife.org
- Representing TWS on committee and partner projects
- Contributing to member outreach and promotion
- Processing and maintenance of program data

**POSITION:** This internship is a full-time, six-month, paid position, with a stipend of \$2,000 per month. The internship will be taking place remotely, with the option for a DC-based opportunity dependent on easing of COVID-19 in-person work restrictions and the intern's comfort in relocating. No in-person work will be required for this internship term. The intern is responsible for their own housing and insurance.

**QUALIFICATIONS:** Preference will be given to applicants that have obtained or are currently pursuing a degree in wildlife management, wildlife biology, or related natural resource or non-profit management degrees. The ideal applicant will have:

- Strong verbal and written communication skills
- Ability to work independently and multitask for long periods
- Demonstrate initiative in taking on new tasks
- Have an interest and/or previous experience with diversity, equity, and inclusion work
- Proficiency with Microsoft Office and Google Suite, and experience with WordPress is a plus

Membership and/or previous involvement with The Wildlife Society is beneficial, but not required.

**COLLEGE CREDIT:** This internship is an excellent educational opportunity to learn about management and engagement in a non-profit organization in the wildlife and natural resources field. The Wildlife Society will cooperate with universities and colleges that offer credit for internship programs; however, students must make all arrangements for receiving academic credit with their institution.

**TO APPLY:** Submit a cover letter, resume, contact information (email/phone/address/title) for two references, a college transcript (unofficial or official), your dates of availability, and an essay (1000 word limit) which summarizes your view on the importance of professional societies and the flow of communication between local, regional, and international levels, and ideas for supporting a diverse and inclusive conservation workforce. If possible, please submit all documents as one PDF. Finalists will be interviewed via video conferencing. ***Applications must be submitted by 10 November 2020.***

**Send completed applications via email (hard copies not accepted) to:**

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