



Position Description: Conservation Programs Intern

Posted May 18, 2023; available until filled. Please submit a resume and cover letter via email to admin@massland.org, with subject line "Conservation Programs Intern: [your last name]".

The Massachusetts Land Trust Coalition (MLTC) advances land conservation across Massachusetts by providing education, tools, networking, and advocacy for land trusts and their partners. MLTC provides services to over 140 land trusts across the Commonwealth and advocates for strong legislation and robust funding to support land conservation. To learn more about our work, visit <https://massland.org/>.

Hours: Part-time throughout the 2023-2024 Academic Year,
10 – 19 hours per week (negotiable)

Location: MLTC is based in Sudbury, Massachusetts, but most of this work will be performed from your home or school-based office. Frequent online meetings via Zoom are required. Ability to travel to a few meetings around Massachusetts would be highly beneficial to both MLTC and the intern.

Compensation: College graduates/graduate students: \$20 – 23 per hour, commensurate with qualifications.
Undergraduate students and others: \$18-20 per hour, commensurate with qualifications.
MLTC is happy to cooperate with the selected candidate to meet requirements of an academic credit program, if desired and appropriate.
This position is not eligible for paid time off, health insurance or other employee benefits.

Duties:

Working closely with the Executive Director, Programs Manager and planning committees made of representatives from across the land conservation community, the Intern will provide research, technical assistance and logistical support for MLTC's educational programs, including some or all of the following:

- The annual Land Trust/State Agency Retreat in October and the [Massachusetts Land Conservation Conference](#) in March;
- Online resources including a documents library, video library, service provider directory and grants database;
- Occasional [workshops, seminars and networking meetings](#);
- Quarterly conservation partners meetings;
- Occasional meetings of MLTC's [Early Career Conservation Network](#).

Subject to available time, interest and aptitude, the Intern may also work closely with the Executive Director and/or Development and Communications Coordinator on one or more of the following:

- Research, writing and/or graphic design in support of MLTC's work on state [policy priorities](#);
- Research, writing, formatting and/or graphic design in support of MLTC's electronic newsletter and social media communications.

What you'll gain from us:

- Hands-on experience in planning and deployment of educational events and programs
- A place to hone a wide range of skills, including applied research, communication, organization, and problem-solving
- The chance to learn and ask questions about the nuts and bolts of non-profit operations
- An opportunity to help advance the work of those conserving Massachusetts!

What we need from you:

- An interest in conservation and the nuts and bolts of an organization that protects the environment
- Curiosity, ingenuity, initiative, teamwork and problem-solving skills
- Sound judgment, discretion, and keen attention to detail
- Great communication skills and natural ability to treat stakeholders from all backgrounds with collegiality and respect
- Fluency with common computer applications (e.g. MS Word, Excel, PowerPoint, Zoom). Even better if you have some experience with graphic design and/or customer relations management (CRM) databases.
- Ability to travel independently to locations around Massachusetts a few times during the year
- Ability to complete the following physical tasks with or without reasonable accommodations:
 - Use a computer station and keyboard for extended periods of time
 - Participate in regular teleconferences and videoconferences
 - Lift items of 10-15 pounds and transport them short distances

MLTC is committed to an inclusive conservation workforce. Black, Indigenous, and other people of color, as well as individuals from other historically underrepresented communities, are strongly encouraged to apply.