**One Tam Communication, Development, and Events Academic Internship**

One Tam; Sky Oaks, Marin County or Fort Mason, San Francisco

Part-time, Spring Semester 2017 with possibility for summer extension

Available only to students currently enrolled at COM, SF State, and CCSF

**OVERVIEW**

Mt. Tam - the highest peak in the Marin Coast range - stands tall in the landscape of our lives and history, and looms even larger in our imaginations. The mountain and its watershed lands provide fresh air and clean water as well as places of inspiration and precious solitude. Rare and endangered species thrive in its wide array of habitats, and visitors come to enjoy the rare beauty, education, and recreation these lands offer.

The Tamalpais Lands Collaborative (TLC) is a partnership made up of the National Park Service, California State Parks, Marin County Parks, Marin Municipal Water District and the Parks Conservancy. The TLC combines the expertise and resources of its partners to ensure the long-term health of Mt. Tam by advancing efforts to restore ecosystems, improve trail corridors, enhance visitor services, expand education and stewardship programming, and inspire community support through volunteerism and philanthropy. One Tam is the community initiative, or “public face”, in support of the goals of the Tamalpais Lands Collaborative.

**POSITION**

Are you passionate about engaging people in the support of public lands? Do you want to learn about fundraising, event planning and communications in the context of increasing support for the preservation and stewardship of Mt. Tam? Are you interested in getting experience in nonprofit development?

The Communication, Development, and Events Intern will work in a highly collaborative team to support a variety of activities related to supporting community engagement with One Tam. These primary activities will include event planning, coordination of large mountain-wide volunteer work days, supporting fundraising campaigns, and assisting with communication through social media and newsletters. This intern will also gain exposure to stewardship and community science programs on the mountain and experience working within a dynamic and innovative partnership with fantastic networking potential.
DESCRIPTION OF DUTIES

• Support the planning and coordination of membership hikes and other special One Tam events such as large-scale volunteer workdays, community celebrations and fundraisers.
• Support outreach at community festivals by planning creative and informative displays and engaging and educating the public about the work of the One Tam partnership.
• Assist in the planning and implementation of fundraising campaigns.
• Take photos of events, organize and manage photos through Lightroom.
• Create content for One Tam social media channels.
• Assist with other administrative duties related to program management including support with data entry, correspondence with One Tam supporters and office organization.
• Other duties as assigned.

BENEFITS

• Fifty dollars ($50.00) per day, plus academic credit available
• Valuable training through real-world experience by participating directly in problem-solving activities and access to top-notch professionals
• Internships may be structured towards a discrete project or assist with ongoing monitoring projects
• Opportunities to work with staff and volunteers from diverse backgrounds that share a common interest in preserving and protecting our nation’s natural and cultural resources
• Opportunity for personal/professional development days to pursue an interest, including training and education in various departments within the National Park Service, the Golden Gate National Parks Conservancy and MMWD
• The opportunity to explore other One Tam partner programs and activities to get a more comprehensive experience of stewardship on the mountain - including assisting with volunteer work days, youth programs, vegetation monitoring, and participation in habitat restoration and trail work

DESIRED QUALIFICATIONS

• Strong interest in fundraising and event planning.
• Experience or demonstrated interest in photography, social media and communications a plus.
• Basic computer literacy, Microsoft Word and Excel. Experience with LightRoom, Photoshop and InDesign a plus.
• Strong interest in community participation in parks and open space.
• Energetic, flexible, self-motivated, and a sense of humor.
• Ability to take work independently and assume a leadership role as needed.
• Desire to work in a team and to work with a diversity of people with different backgrounds, ethnicities, genders, sexualities, ages, and viewpoints.
• Organizational skills and attention to detail.
• Bilingual in Spanish or other language not required, but a plus.
• A valid driver’s license, clean driving record is a plus.
• Ability to work one weekend day through the duration of the internship is a plus.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT
Position could take place primarily indoors, outdoors, or a combination of the two. Outdoor tasks are performed in all extremes of weather in hilly terrain. Some assignments may require stamina to perform light physical labor. You may hike in adverse conditions that include extended exposure to sun, wind, rain, uneven terrain, mud, poison oak, and various invertebrates and other animals.

TERMS
• Desired Start Date: January 2017
• 2–3 days per week, January through May
• $50.00 daily taxable stipend plus academic credit available
• Summer (full time) extension possible based on funding, performance, and need
• Intern must have a Social Security Number or Individual Taxpayer Identification Number to receive stipend
• Available only to students currently enrolled in SF State, City College of San Francisco, and College of Marin

To apply for this position, please submit an application and send a resume and a thoughtful cover letter to AcademicIntern@parksconservancy.org. Please indicate the position(s) that you are applying for in your cover letter. No phone calls please.
The Parks Conservancy and National Park Service seek to increase diversity in the workplace and reflect our Bay Area community. People of color and of all backgrounds are encouraged to apply.