**Conservation Outreach & Development Intern**

**Organization**: North Central Conservancy Trust

**Application Deadline**: November 30, 2017

**Location**: Stevens Point, Wisconsin

**Description:** North Central Conservancy Trust (NCCT) is a non-profit land trust serving eight counties in central Wisconsin. Our mission is to protect worthy scenic, working lands and environmental resources for the benefit of the people of central Wisconsin. Our main tool to complete our mission is the conservation easement. A conservation easement is a voluntary, legal agreement between a landowner and a land trust that permanently limits uses of the land in order to protect its conservation values. We help landowners develop easements that permanently protect the conservation values of the property. NCCT works closely with town and county officials, and is affiliated with Gathering Waters, a state-wide land trust organization that helps to coordinate land-protection activities among the more than 50 land trusts in Wisconsin. NCCT is also a member of the national Land Trust Alliance, which supports land protection across the United States.

NCCT seeks a paid Intern to assist staff and volunteers with outreach to increase our membership and volunteer base.

**Duties:**

1. Assist with updating and maintaining website (using WordPress), social media, and special events.
2. Assist with fundraising efforts.
3. Create outreach and marketing content designed to expand awareness & visibility of NCCT and our mission.
4. Work to increase member and volunteer engagement in NCCT’s service area.
5. Develop and maintain partnerships with communities and other organizations with complementary missions to NCCT’s.
6. Assist with newsletters, media releases, and other publications.
7. Staff educational displays at public events.
8. Other tasks and responsibilities as assigned including some database entry, GIS mapping.

**Qualifications:**

Intern must:

* + Have a clear understanding of the role of land trusts, ideally demonstrated by direct experience through professional employment or volunteer experience.
	+ Possess appropriate computer skills to complete position duties, such as experience with WordPress, ArcGIS, Adobe Creative Suite, and Microsoft Office products.
	+ Be an effective communicator in both written and oral communication.
	+ Be self-motivated and dependable with the ability to work in an organized manner and complete projects with limited need for supervision from NCCT.

Employment is contingent on availability and transportation, which will not be provided by NCCT. Rate of pay is $10.00/hour.

**Internship Dates:** January 2017 – September 2018. All UWSP breaks and holidays recognized.

**To Apply:** Please email cover letter, resume, and three references to Janet Smith at edncct@gmail.com by November 30, 2017. Interviews will be held in December.