



*Helping local people save local land*

## **Volunteer and Outreach Internship Description**

**Title:** Volunteer and Outreach Intern

**Location:** Allegheny Land Trust, The Car Barn Shops, 409 Broad Street, Suite 206 A, Sewickley, PA 15143

**Hours:** 20 hours per week with flexibility

**Pay status:** Unpaid, for school credit/for experience

**Site Supervisor:** Emilie Cooper, Stewardship Director

**Application Closing Date:** Open until filled. *Interview does not guarantee internship.*

**To Apply:** Submit resume directly to Supervisor at [ecooper@alleghenylandtrust.org](mailto:ecooper@alleghenylandtrust.org)

### **Internship Summary:**

The Allegheny Land Trust has established an internship program to actively manage and jumpstart aspects of volunteer participation and site steward development. The intern will also assist with event planning, public relations and other administrative tasks. Primary responsibilities of the intern will encompass the development of a program to recruit, train and schedule land trust volunteers. Candidates interested in communications, volunteer management and conservation are preferred.

### **Duties and Responsibilities:**

- Review, update and maintain the ALT volunteer tracking database
- Update the ALT site steward manual complete with PowerPoint
- Review and prepare appropriate materials for mailing or website posting
- Collaborate with the Pittsburgh Parks Conservancy's Urban EcoSteward program
- Determine and schedule volunteer training session dates
- Inventory supplies and ensure volunteers return all ALT property (equipment, etc.)
- Plan, organize and implement volunteer events
- Develop press releases, brochures and other public relation materials as needed
- Attend events and recruit potential volunteers and/or sponsors for ALT



- Strategize methods to retain existing volunteers and assess ways to establish new volunteers
- Assist ALT staff as needed

**Requirements and Basic Qualifications:**

- Excellent communication and organizational skills
- Ability to work independently and as part of a team
- Proficiency in MS Office Suite
- Ability to multi-task
- Availability to work some nights and weekends
- A valid drivers license and transportation (gas expenses are reimbursed at the federal rate)

**ABOUT ALLEGHENY LAND TRUST**

**Vision:** To be recognized as the regional leader in local land conservation and stewardship

**Mission:** To serve as the lead land trust conserving and stewarding lands that support the scenic, recreational and environmental well-being of communities in Allegheny County and its environs.

Allegheny Land Trust (ALT) empowers people to shape the future of their community by providing the technical skills and know-how to protect treasured local open space. ALT Conservation Areas provide the public with benefits such as stormwater management to reduce flooding, protection of our region’s scenic character, and unique plant and animal habitats. The public is invited to enjoy these lands for hiking, wildlife observation and other similar passive activities.

*\*ALT is an equal opportunity employer and follows affirmative action policy.*