Job Description

Arizona Master Naturalist (AZMN), an Arizona 501c3, seeks volunteers or interns to assist with the development of the statewide Association and a few Tucson-based projects. Established in 2014 and modeled after other successful state Master Naturalist Associations, we have three projects available for interns.

1. Assistance with drafting and organizing policies, establishing guidance documents for chapters, developing best-practice procedures, and ensuring compliance with non-profit operational guidelines. Depending upon when the intern begins, there may be a different list of policies that need development.

2. Recruiting other Local Chapter Sponsors. Each of our two existing chapters has Arizona-based organizations providing oversight of their operations. A few times a year we receive requests from organizations interested in sponsoring a training. We need assistance with creating and maintaining those relationships, ensuring that chapters able to handle the work-load of managing a program have what they need to begin and do so. We also are actively seeking organizations to be Chapter Sponsors and the intern could help identify new potential partners.

3. AZMN is developing diversity, equity, and inclusion policies and guidelines for the state-wide program. At the local level, the Pima County Chapter (Tucson) seeks assistance with creating and maintain partnerships with Natural Resource Outreach Providers in our community. We are offering public programming via the Pima County Library system this summer and fall and will be holding “listening sessions” to obtain information from the underrepresented communities regarding what kinds of nature-based and naturalist activities may be valuable to our diverse audience.

The volunteer or intern would be required to work 10 hours a week on projects related to the above deliverables. The incumbent would also be asked to provide input and guidance on next steps, needed content, and provide recommendations for engaging a diverse audience in the training program as well as in the community.

For more information, contact:
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