



Environmental Education Internship

Heritage Conservancy seeks to hire an enthusiastic, outgoing, and passionate environmental education intern to assist with community and school programs during the fall of 2023. The best candidate for this role will be a student who is interested in teaching students and the community about environmental topics in engaging and creative ways, work collaboratively with staff, partners and volunteers, be comfortable with public speaking (in-person and virtually), and the ability to represent Heritage Conservancy well to the community.

Timeframe: Fall 2023 Semester - roughly September 6th to December 8th, 2023 [12 weeks]

Status: Part-time Temporary / ~10 hours per week / Completion stipend

Reports to: Community Engagement Programs Manager

Position Location: Heritage Conservancy office at 85 Old Dublin Pike, Doylestown, PA 18901 and various schools and properties throughout Bucks County.

Job Description:

- Assist with program planning and implementation of environmental education and community outreach programs and events;
- Develop supplemental educational materials and resources for school and community programs such as visuals, documents, interactive activities and videos;
- Lead environmental education activities in schools for grades K-12;
- Assist with daily office tasks as needed;
- Represent yourself in a professional and respectful manner throughout the internship as you are representing Heritage Conservancy.

Heritage Conservancy Education Intern will:

- Receive training and experience on informal and interpretive environmental education activities and how to engage students K-12;
- Gain experience leading education activities with students at different grade levels;
- Build skills surrounding public engagement and environmental interpretation at events in the community (some nights/weekends);
- Practice public speaking skills;
- Work with and help coordinate volunteer educators.

Qualifications and Experience:

- Interests in environmental education, all majors are welcome to apply.
- Pennsylvania Background Check, Child Abuse Clearance, and FBI Fingerprinting OR Proof of Residence Affidavit are required.
- Must have at least one 4-hour block of time available during the weekday Monday through Friday between the hours of 9:30 AM and 5:00 PM for in-person programs.
- Must have reliable transportation to and from the office at 85 Old Dublin Pike, Doylestown, PA 18901.

How to Apply:

- 1) Complete the application [HERE](#).
- 2) Submit your resume to Shannon at sfredebaugh@heritageconservancy.org
- 3) Position **closes on Friday, April 14, 2023.**