We protect, preserve and restore the wilderness character of the Boundary Waters Canoe Area Wilderness and the Quetico-Superior Ecosystem through public advocacy, ecosystem preservation, scientific understanding, education and enhanced public appreciation."

Friends of the Boundary Waters Wilderness

Internship Description

Title: Intern  Classification: Unpaid or Stipend

Reports To: Executive Director/Staff  Location: Minneapolis

Summary: The Internship Program at the Friends of the Boundary Waters Wilderness is designed to provide students with quality work experience with a non-profit conservation organization in all areas of its operations, including policy; outreach and education; membership; fund raising; and general administration. Opportunities are available in each of these departments. An intern may decide to work in only one department or may be assigned to work in several departments. It is our goal to provide a challenging and friendly atmosphere of learning, professionalism and thoughtful integration of the intern’s ideas. Each intern will have a primary staff person assigned to them. Each intern will be evaluated and will meet with a staff person at least twice regarding their performance. Interns will have the opportunity to evaluate their project and internship experience as a whole.

Primary Relationships

• Reports to Executive Director or a staff member of the organization, depending on area of interest

• Works with and coordinates with all staff as a member of a small team of professionals. The intern will be fully integrated into the office and will serve as an informed, active member of our staff

• May work with the Board of Directors and/or its committees depending on assignment

Responsibilities

Interns may participate in a variety of tasks. Examples may include the following:

Policy
• Assists in the research, development and writing of reports or fact sheets on a variety of conservation issues
• Conducts research and drafts copy of a position paper on a specific conservation issue

Outreach and Education
• Coordinates, and implements the presentations of our “protect our watershed” campaign
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- Develops tools to better support the dissemination of information effectively
- Promotes, distributes and evaluates “Precious Waters” film and resource packets and brochures

Membership
- Plans and coordinates lectures and other events bringing members together for strategic purposes
- Assists with the development of a new membership recruitment packet

Fund Raising
- Drafts a grant proposal for a new education initiative
- Conducts prospect research to identify potential new funders to the Foundation

Administration
- Develops a filing system for conservation issues
- Assists with database and organizational maintenance tasks

QUALIFICATIONS
- High-energy, creative, and detail-oriented team player who knows how to work independently
- Superior oral and written communications skills
- Excellent interpersonal skills and ability to listen well
- Self-starter. Strong initiative and ability to work with minimum supervision
- Ability to prioritize and manage multiple tasks successfully
- Computer literate
- Affinity for the Boundary Waters Canoe Area Wilderness

TO APPLY:
Submit resume, cover letter, project area interest and time available to:

Paul Danicic
Executive Director
Friends of the Boundary Waters Wilderness
401 North Third Street, Suite 290
Minneapolis, MN 55401
(612) 332-9630  FAX: (612) 332-9624
paul@friends-bwca.org