



SHADOW Lake Nature Preserve

PO Box 58963 // 21656 184th Ave SE

Renton, WA 98058

shadowhabitat.org

info@shadowhabitat.org

(425) 432 4914

SHADOW Lake Nature Preserve Internship position

Learn about environmentalism and nonprofit management, while gaining hands-on experience outdoors. Intern will be responsible for fieldwork, completion of one independent project of their choice, and providing support to SHADOW staff.

Internships at the Nature Preserve are designed to allow interns to follow their passions and grow their knowledge. SHADOW interns are exposed to a wide range of tasks, and completion of the independent project component allows them to explore one arena of interest at greater depth.

Start date: Flexible

Length of position: 3 months

Schedule:

- 10-20 hours a week, as needed.
- Students may design their own work schedule around availability.
- SHADOW's office is open Tuesday – Saturday from 10 am – 5 pm.
- Occasional weekends and evenings will be required.

Location: SHADOW Lake Nature Preserve office is located at **21656 184th Ave SE, Renton, WA 98058.**

Duties & responsibilities

- Work with SHADOW staff and volunteers in the field assisting with removal of invasive plants, planting, and conducting grounds surveys.
- Assist with planning and implementation of educational programming. Includes working with children, leading tours, and designing class materials.
- To plan and execute one independent project of benefit to the Nature Preserve and its mission.
- To assist in event promotional activities including flyering, submitting events to local newspapers and social media marketing.
- Help manage, de-dupe, and manipulate the Nature Preserve's Salesforce database.
- Assist with planning and implementation of educational programming. Includes working with children, leading tours, and designing class materials.
- Provide clerical support to SHADOW staff including data entry tasks, organizing web materials, and creating social media content.

SHADOW Lake Nature Preserve stewards critical habitat, increases access to green spaces, and provides inclusive environmental education to cultivate a land use ethic throughout the Puget Sound Region.





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Why apply

- Gain professional experience, while learning about wetlands, stormwater, local ecology and much more! Develop project management skills and written communication skills.
- Work in the beautiful setting of SHADOW Lake Nature Preserve.
- The opportunity to design and bring to life a passion project of your own choosing using the resources of an established nonprofit organization.
- Gain practical experience with technological platforms used by SHADOW including Salesforce, Microsoft Office 365 applications, and WordPress.
- **Transportation benefit:** reimbursement for gas to and from SHADOW and any travel costs incurred on behalf of SHADOW.

Qualifications

- At least one year of professional experience, preferably within the nonprofit field
- Passion for the environment, natural resource stewardship, and an interest in the nonprofit sector
- Positive attitude and the ability to carry yourself in a professional manor
- Self-motivated
- Ability to follow directions
- Familiarity with Salesforce, Microsoft Office Suite and/or WordPress desired
- Strong communication skills and high emotional intelligence
- Experience with common social media platforms, such as Facebook and Twitter
- Must be at least 18 years of age and currently enrolled in some form of post-secondary education
- Reliable transportation

To apply

Please send a resume and cover letter of your interest to Isabelle Feraudo at info@shadowhabitat.org with the subject line, "intern applicant."

Application deadline: Rolling

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