



## SHADOW Lake Nature Preserve

PO Box 58963 // 21656 184<sup>th</sup> Ave SE

Renton, WA 98058

[shadowhabitat.org](http://shadowhabitat.org)

[info@shadowhabitat.org](mailto:info@shadowhabitat.org)

(425) 432 4914

## SHADOW Lake Nature Preserve Summer high school internship position

**This is a great opportunity to be a community contributor, while spending your summer outside at SHADOW Lake Nature Preserve!** Learn about environmentalism and nonprofits in a real world setting. SHADOW's Summer Intern will be responsible for assisting with summer educational programming and events at the Nature Preserve, completion of an independent project, and working with SHADOW staff.

**Start date:** June, 2017

**Length of position:** Through the start of school in the Fall

### Schedule:

- 10-20 hours a week, as needed
- Occasional weekends and evenings will be required
- Choose the schedule that works best for you! SHADOW's office is open Tuesday – Saturday from 10 am – 5 pm

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

### Duties & responsibilities

- Get outside doing field work and helping out at outreach events.
- Build social media promotions for the Nature Preserve.
- Assist in facilitating SHADOW's half-day *Environmental Explorer Summer Camp*, **the first week of August.** Tasks will include promotion, set-up, help leading children's activities and tours.
- Help coordinate the *21<sup>st</sup> Annual Frog Frolic* on **Saturday, September 9<sup>th</sup>.** Intern will be involved in all aspects of the event production from planning and outreach, to day-of coordination and wrap-up activities.
- Provide clerical support to SHADOW Staff.
- Execute one independent project of benefit to the Nature Preserve and its mission.

### Why apply

- Gain professional experience.
- Work outside and learn about restoration and the environmental issues facing our region.
- The opportunity to design and bring to life a passion project of your own choosing using the resources of an established nonprofit organization.
- Develop public speaking and project management skills and written

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communication skills.

- **Career benefit:** All high school interns at the Nature Preserve will develop a professional resume and vocabulary for future job seeking over the course of their internship.
- **Transportation benefit:** reimbursement for gas to and from SHADOW.

### Qualifications

- Passion for the environment and natural resource stewardship
- An interest in becoming a community contributor
- Experience with common social media platforms
- Positive attitude and the ability to carry yourself in a professional manor
- Self-motivated, self-directed leader
- Ability to follow directions
- Ability to work well under pressure
- Strong communication skills and high emotional intelligence
- Experience with Microsoft Office Suite
- Reliable transportation
- Currently enrolled in high school or graduated from high school in 2017
- Must be available to work the first week of August and at the 21<sup>st</sup> Annual Frog Frolic.

### To apply

Please send a resume and brief description of your interest to Isabelle Feraudo at [info@shadowhabitat.org](mailto:info@shadowhabitat.org) with the subject line, "high school intern."

**Applications are accepted on a rolling basis.**

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