



### **Internship Description**

Texan by Nature, a new brand of Texas conservation founded by former First Lady Laura Bush, is seeking a dedicated intern with an instinct for and interest in program management of conservation projects to join our team. You will have the opportunity to immerse yourself in the impact-focused world of nonprofit and conservation, working alongside professionals who are passionate about their work and enjoy working together.

Ideal candidates are driven, creative, trustworthy, hard-working, and interested in collaborating with great minds to help cultivate change and foster engagement in conservation. This internship program will equip you with the skills necessary to prosper in this industry along with excellent referrals to a wide variety of brands and agencies.

### **Location**

- Texan by Nature Office at 3500 Jefferson St., Ste 301 Austin, Texas 78731 (TBD)
- Virtually

### **Term**

Start date in mid to late January, with opportunity to work throughout the Spring, end dates are flexible. Minimum of 15 hours per week, with the potential to work up to 25 hours per week depending on workload.

### **Responsibilities**

- Assist the Program Manager with strategic planning and implementation of the Conservation Wrangler Program
- Assist with processing, collecting, and interpreting metrics for TxN Certification Program
- Research conservation projects, natural resource issues, and other subjects as directed
- Attend site visits, conferences, and events (TBD)
- Provide weekly updates to program manager
- Become familiar with and communicate regularly with TxN's Conservation Partners
- Research new Conservation Partner opportunities
- Work and contribute to in an environment that encourages curiosity, diversity, and innovation
- Perform day to day office administrative tasks, check email, take notes, etc.



## Qualifications

- Undergraduate or graduate student majoring in wildlife, natural resources, nonprofit management, or related field
- Strong writing, communication, and multitasking skills
- Proficient in Microsoft Office programs, especially Microsoft Word and Microsoft Excel
- Must represent the office in a professional manner and be willing/able to travel to and from and represent the organization at events (TBD virtual work setting or not)
- Must have own transportation (TBD virtual work setting or not)

## Compensation

Texan by Nature will provide an hourly wage of \$10 per hour.

## Application

Please submit a cover letter, resume, and one relevant writing sample by December 4<sup>th</sup> to Jenny Burden, via email at [jobs@texanbynature.org](mailto:jobs@texanbynature.org). Interviews will occur the December 7<sup>th</sup>-December 11<sup>th</sup>.

Applicants will be notified by January 5<sup>th</sup> of acceptance.