



## Texan by Nature Internship Application | 2024

### Internship Description

Texan by Nature, a conservation nonprofit that advances conservation across Texas, is seeking two dedicated interns with an instinct for and interest in research, writing, and program/project management. You will have the opportunity to immerse yourself in the impact-focused world of nonprofits 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

- Primarily virtual, with opportunities to come into the Texan by Nature Office when full-time staff are present (1-3 days per week) at 6805 N. Capital of Texas Hwy., Ste. 268, Austin, TX 78731.

### Term

Start date is the week of January 8 with the opportunity to work until July 1 (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

All Texan by Nature interns have various responsibilities that either fall under programs, fundraising/development, or social media/marketing. Texan by Nature purposely designs our intern positions to provide maximum exposure to all aspects of the organization, and divides responsibilities based on the skills and interests of each intern. **For this position, interns will PRIMARILY support programs.** Responsibilities may include, but are not limited to a mix of the following:

#### *General Responsibilities:*

- Research conservation projects, natural resource issues, and other subjects as directed
- Work in and contribute to an environment that encourages curiosity, diversity, and innovation
- Perform day-to-day office administrative tasks, check email, take notes, etc.
- Provide weekly to bi-weekly updates to your direct manager
- Attend site visits, conferences, and events (TBD)

#### *Programmatic Responsibilities:*

- Assist the Program Director and Program Managers with research and implementation of the [Conservation Wrangler program](#)
- Assist with processing, collecting, and interpreting applications to create write-ups for the [TxN Certification program](#)



## Texan by Nature Internship Application | 2024

- Become familiar with existing [Conservation Partners](#), process new partner applications, upload partner events to the website, and write and research new Conservation Partner opportunities
- Research and score companies for the [Texan by Nature 20 program](#)
- Support matching conservation projects to funders by processing project funding requests, writing proposals, etc. through statewide initiatives like the [Texas Water Action Collaborative](#)

### *Fundraising/Development Responsibilities:*

- Research donors and partners
- Assist with the preparation of funding proposals
- Create and send outreach communications with direction from the Director of Development
- Assist Program Managers with the implementation of [Business Member](#) projects

### *Social Media/Marketing Responsibilities:*

- Support the Marketing Manager with social media copywriting and scheduling
- Collect and report digital analytics
- Implement website copy updates as requested
- Draft blogs and other publicly facing materials as requested with guidance from the Marketing Manager

## Qualifications

- Undergraduate or graduate student majoring in, or with a strong interest in wildlife, natural resources, sustainability, nonprofit management, or related field
- Strong writing, communication, and multitasking skills
- Proficient in Microsoft Office and Google Suite
- Must represent the office in a professional manner both virtually and in person
- Must have own transportation for work-related travel purposes

## Compensation

Texan by Nature will provide an hourly wage of \$15 per hour.

## Application

Please submit a cover letter, resume, and one relevant writing sample by December 1, 2023, to [jobs@texanbynature.org](mailto:jobs@texanbynature.org). Interviews will occur as applications come in and during the week of December 4<sup>th</sup> and 11<sup>th</sup>, 2023. Applicants will be notified by December 18<sup>th</sup> of acceptance. The internship will start the week of January 8<sup>th</sup>.