



WILLISTOWN CONSERVATION TRUST

Environmental/Community Service Intern Opportunity

The Willistown Conservation Trust (WCT), a non-profit land trust located in Newtown Square, PA, is offering part-time internships to high school and college students to assist with the Trust's daily operations and the broader fulfillment of its mission. The mission of the WCT is to preserve the open land, rural character, scenic, historic and ecologically significant resources of the Willistown area and nearby communities, with particular emphasis on the Crum, Ridley and Darby Creek watersheds.

WCT internships serve as an excellent opportunity for fulfilling community service requirements and providing valuable real-life work experience with a well-recognized and community-based, environmental organization. Selected interns will gain exposure to a wide spectrum of responsibilities within the various WCT departments, including land protection, stewardship, fundraising, event planning, mapping, business/financial, and communications/technology.

WCT interns typically assist WCT's professional staff with the following tasks:

Land Protection:

- Land Protection office recordkeeping and administration
- Compiling baseline documentation
- Site mapping and measuring
- Site baseline photography

Stewardship:

- Stewardship office recordkeeping and administration
- Annual monitoring of conservation easements
- Planning and implementing habitat restoration projects
- General property maintenance at the WCT headquarters and preserves
- Site mapping and inventories
- Trail construction and/or maintenance

Event Planning:

- Implementing work plans for educational, cultivation, stewardship and fundraising events

Mapping:

- Researching tax and conservancy records to update conservation easement data
- Using ArcGIS software to archive old maps and projects
- Plotting trails and easement information in the field using Global Positioning System (GPS)

Business/Financial:

- Assisting with the financial aspects of record keeping, fund accounting, budgeting, insurance needs and human resources for a non-profit organization

Administration/Communications/Technology:

Web editing/web development
Converting documents to Adobe (.pdf) files for Trustee manuals, documents
Searching, selecting and editing photographs
Taking photographs needed for upcoming publications
Photocopying and distributing documents
Researching specific topics on the Internet
Searching for/developing compelling graphics for publications
Ordering office supplies
Compiling survey data into usable formats
Drafting press releases for programs and events

Additional information regarding the WCT may be obtained by visiting our website at www.wctrust.org

Hours and time frames are flexible. Internships can range from two weeks to a full academic year.

WCT internships are generally unpaid, although small stipends may be available on a case-by-case basis and when allowed by a student's particular institution.

Please contact Bill Hartman at the following address for further details and/or to request an interview.

William R. Hartman
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