

KWA Internship Opportunities

Title and Description	Time Period	Primary Location
1. Every Drop: Assess sites for rain barrel and rain garden installation, facilitate plantings and barrel installation, monitoring, check-in with participants, communicate important dates, record outcomes, develop and revise owner's manual, maintain accurate time sheets and prepare weekly progress reports and concluding reflective article on internship experience.	Spring Summer Fall	Field and Outdoor
2. Certified Wildlife Habitats: Promote and disseminate program information, record data, make maps, outreach with participants, maintain accurate time sheets and prepare weekly progress reports and concluding reflective article on internship experience.	Summer Fall	Field and Outdoor
3. Community Engagement: Update online media, develop map and spatial data analysis for KWA membership, activities, and fundraising. Planning and implementing events. Maintain accurate time sheets and prepare weekly progress reports and concluding reflective article on internship experience.	Spring Summer Fall	Office and Field
4. Non Profit Development: Membership management and fundraising, checking accuracy of records, updating donor databases via donor management software (Salesforce), manage communications and coordinate activities with community individuals, relay information. Maintain accurate time sheets and prepare weekly progress reports and concluding reflective article on internship experience.	Spring Summer Fall	Office and Field

Qualifications and Considerations: May involve outdoor work, may involve lifting up to 30 pounds, can provide their own transportation, proficient with Microsoft Office Suite, effective listener, self-motivated, independent worker, problem-solver, follows-through with promises and activities, willingness to work on weekends and some weeknights, collegial, team-oriented, positive attitude, flexible and willing to work with other interns, staff, and their projects. Will have access to sensitive financial, business, and personnel information that must be held in confidence. Values working with individuals from a variety of backgrounds and works to find common ground with others. Will demonstrate integrity, credibility, and a commitment to the mission of Kentucky Waterways Alliance.

Reports to KWA Office Administrator.

Application Process: Please submit resume, cover letter, and contact information for one academic or professional reference to KWA to info@KWAlliance.org. Communication by telephone is not a preferred method of contact. Positions are currently open and will remain open until filled. Position is part-time and unpaid.

EQUAL OPPORTUNITY EMPLOYER – Kentucky Waterways Alliance provides equal employment opportunities (EEO) to all employees and applications for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.