

# FORTERRA

## Outreach Strategy and Volunteer Engagement Intern

(Location at which this internship is based: **Seattle**)

### About Forterra

Forterra, formerly Cascade Land Conservancy, fills a unique niche as the largest land conservation, stewardship and community building organization in Washington State. For over 20 years, Forterra has led efforts to conserve more than 173,000 acres of forests, farms, shorelines, parks and natural areas. It has partnered with dozens of communities across the region to protect and restore our neighborhood trails and parks and helped cities make smart choices about future growth.

Spearheaded by Forterra, the Cascade Agenda and Olympic Agenda form an innovative new approach to conservation that encourages collaboration across all sectors; balances environmental, social, and economic needs; emphasizes the link between vibrant cities and healthy rural lands; and uses creative new ways to protect land on a scale never seen before.

More information can be found at [www.forterra.org](http://www.forterra.org).

### **Summary of Position:**

The Forterra Outreach Program serves to connect the larger community with the work of Forterra, and to engage Forterra staff and supporters (members, donors, volunteers) in connecting issues, people, and opportunities that advance the mission of Forterra.

The Outreach Strategy and Volunteer Engagement Intern will focus on the following areas, as time allows:

- support of Forterra Outreach events
- creation of outreach tools
- outreach and volunteer program audits including exploration of volunteer program best management strategies (via research and survey work)
- program administrative support including management of outreach supplies for staff at all locations
- volunteer data tracking

### **Required Qualifications:**

- Strong written and verbal communication skills – comfortable with limited public/small group communication
- Commitment to developing systems and tools that connect Forterra's work with diverse audiences
- Strategic thinker, able to focus on organization of data and relationships; also interested in day to day application of strategy at the program/project level (i.e. attending outreach events, creating outreach kits, conducting surveys)
- Highly organized, able to multitask and keep track of time, tasks and information
- Proficiency with Microsoft Office Suite, willingness to learn database and web-based marketing tools

### **Desired year in school:**

All applicants welcome. Graduate students with experience in Management Information Systems (MIS), Planning, Community Organizing, Education, Environmental Sciences, Communications, or Non-profit Management are encouraged to apply.

### **Benefits:**

Interns with Forterra's Outreach Program will have the opportunity to work with a creative and dynamic team of staff, interns, volunteers, and supporters in an effort to conserve great lands and create great communities. The Outreach intern will gain experience developing systems to assess and refine outreach, volunteer, and engagement best practices – while supporting the development of practical tools that will benefit Forterra's diverse programming. This position also allows for the opportunity to forge partnership with allied organizations, to attend community events, to deepen his/her understanding of strategic and effective supporter and volunteer engagements, to learn local restoration best practices, and to advance the innovative work of Forterra and the Cascade Agenda and Olympic Agenda.

### **Start Date and Availability:**

All interns will attend a group introduction and orientation session prior to starting their position. The actual position start date is flexible. Intern will be asked to make at least a 10 week commitment and work at least 16 hours per week.

### **TO APPLY:**

Send a resume and cover letter of interest to the Internship Coordinator at [intern@forterra.org](mailto:intern@forterra.org).

The subject line should be in the following format: the name of the internship followed by your first and last name.