Summary
The Environmental Program Intern is an unpaid internship position. The intern will gain technical, educational, development and organizational experience through working on We Plant it Forward’s (WPiF) environmental programs. The environmental program subject areas may include tree planting, and tree giveaway, soil restoration, water conservation, water quality and alternative energy. The intern will conduct all work to help advance We Plant it Forward’s mission to restore and preserve the natural environment to bring harmony to all life.

Where
In order to maintain social distancing, work will be done remotely at intern’s own work space using online video conferencing. Once covid-19 restrictions are lifted, we will meet at co-working space. When we start doing in person events, interns will go to communities where events take place which may include partner organizations/companies public events, public and private schools, summer and track-out camps, youth clubs, adult education venues, municipalities and community groups. Currently, our program work will focus on remote learning opportunities.

What (intern will work on one or all of the following):
- Contribute to all aspects of Environmental Education program
- Contribute to all aspects of Tree Giveaway events.
- Contribute to all aspects of Tree Plantings and Tree Care events.
- Contribute to Soil Restoration program
- Contribute to Water Conservation program
- Contribute to Alternative Energy Resource program
- Contribute to Blog article(s)
- Contribute to Fund development

Intern spectrum of responsibilities may include, but are not limited to:
- Become familiar with the work of WPiF’s programs
- Learn and create event educational materials and hands-on activities: benefits of trees, how trees function, proper tree planting, life cycle of trees, tree specifications, soil restoration, water conservation and composting, etc.
- Meet regularly with WPiF supervisor and program staff.
- Attend all program meetings.
- Assist in coordinating all aspects of WPiF events to which the intern is assigned including:
  - event prep, (curriculum development, volunteer recruitment coordination, program material prep, pre and post press releases, pre and post social media and website postings);
  - onsite (volunteer coordination and supervision, material prep and staging, event quality and safety control, clean up) CURRENTLY, MOST OF OUR EVENTS ARE HELD VIRTUALLY.
  - event follow up (thank you correspondence, inventory update, event evaluation, media posting, filing, press release, record data, etc.)
- Fund Development (work with a team to research, grant writing, sponsorship development, individual giving development).
- Program research and development assignments
- Co-authoring articles on the environment for the Blog page

Timeline
Each week, the Program Intern will work 15 hours per week over 10 weeks on assigned programs for WPiF. The Intern will work with a WPiF supervisor to create a schedule that works best for the intern and WPiF supervisor. Engagement Meetings will be held with the WPiF supervisor, at least once a week to discuss the work being done.

Work Product and Workflow
During weekly Engagement Meetings the Environmental Program Intern will report what work she/they/he has completed, what remains to be done and share any work product produced. The WPiF Supervisor and Program Intern will outline together the tasks to complete for the coming week. Work conducted by the Intern will include both individual and team work. The intern will present all work products to the Intern’s Supervisor prior to public release.

Final Product
By the end of the internship, the Environmental Program Intern will have had the opportunity to coordinate all aspects of at least one WPiF event, contributed new ideas for program development, helped identify new community partners for a WPiF program and assisted with writing one grant.