

Save The River® / Upper St. Lawrence RIVERKEEPER®

Protecting the St. Lawrence River through Advocacy, Education and Research

Position Announcement

Title: Summer Interns (2)

Location: Clayton, New York

Overview of Organization:

Save The River is the leading grassroots organization working to preserve and protect the St. Lawrence River through advocacy, education and research. Since 1978 it has campaigned to stop aquatic invasive species, fought winter navigation, promoted an environmentally friendly water levels plan and advocated for regional Great Lakes restoration programs. Save The River organizes water restoration and monitoring programs that track River health and identify pollution problems and educates area students about River issues through its *In the Schools* program. It is a member of the Waterkeeper Alliance as the Upper St. Lawrence Riverkeeper.

Position Description:

Save The River Interns are expected to handle a diverse set of tasks. This position involves primarily office work with some opportunity for fieldwork. Interns will be supervised closely but will be responsible for storefront sales, interaction with members and the public and for aspects of community outreach, Beach Watch water quality testing, Common Tern Monitoring, and are expected to work at events that promote Save The River and grow our membership. Interns have the opportunity to learn about the workings of an environmental not-for-profit, and the “behind the scenes” work of Save The River’s programs. Interns report to the Program Manager.

Duties & Responsibilities:

Responsibilities include, but are not limited to the following –

- Handling storefront sales
- Becoming well acquainted with Save The River’s advocacy projects and programs and communicating with members and the general public about those policies and programs
- Working on projects related to Save The River’s advocacy issues
- Working on Save The River’s community programs including Beach Watch and Common Tern Monitoring
- General office support
- Attending and representing Save The River at events
- Duties as assigned at Save The River’s three major events on Saturday, July 1st, Saturday, July 30th and Thursday, August 10th. (Mandatory)
- Other duties as assigned

Requirements & Basic Qualifications:

- Ability to work closely with staff and volunteers in a professional manner
- Positive work ethic and self-motivated
- Ability to work independently and as part of a team
- Effective verbal and written communication skills

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- Strong organizational and time management skills
- Experience teaching children and/or adults and strong public speaking skills
- Proficiency in MS Office Suite and/or Google Docs
- Willingness to work weekends and some nights
- Access to reliable vehicle, possess New York Driver License and Passport
- Ability to lift 40lbs
- Commitment to Save The River's mission and values

Preferred

- Familiarity with St. Lawrence River and area
- Prior work or recreational experience on the water either boating, kayaking/canoeing, and/or fishing

Working Conditions:

- Office-based with potential for outdoor, river related activities
- Frequent weekend and evening duties
- Travel to locations along the St. Lawrence River in the United States and Canada.

Dates, Hours and Compensation:

- Mid May thru Labor Day (some, minor flexibility in start & end dates)
- 30 - 40 hours per week
- \$9.70/ hour

Save The River is an equal opportunity employer.

Deadline for Applications:

March 17, 2017

To Apply:

Send resume, cover letter, and contact information for at least one professional and one personal reference to Program Manager, Save The River, 409 Riverside Drive, Clayton, New York 13624, or email full application package to Program Manager at info@savetheriver.org. In order to expedite the internal sorting and reviewing process, please write your name (Last, First) and Summer Internship as the subject line of your e-mail.

For more information about Save The River visit www.savetheriver.org.

