

# Shoal Creek Conservancy

## Membership & Capacity Building Work-Study Internship Description

The Shoal Creek Conservancy ([www.shoalcreekconservancy.org](http://www.shoalcreekconservancy.org)) is a 501(c)(3) nonprofit organization established in 2013 with the mission of restoring, protecting and enhancing the ecological, social and cultural vibrancy of Shoal Creek for the people of Austin, Texas by engaging the public and partnering with the community. We seek to achieve this mission through activities that maintain and improve the Shoal Creek trail and greenway; enhance the public's enjoyment of the Creek; and restore the watershed. Shoal Creek is the city's oldest trail and extends for approximately four miles through the heart of Austin, Texas.

**Position:** SCC Membership and Capacity Building Work-Study Intern

**Description:** Shoal Creek Conservancy seeks an intern with the skills to create and build SCC's membership marketing and renewal program, as well as to implement it during SCC's first year of operations. The position is available to undergraduate or graduate as well as recent graduates.

### **Primary Responsibilities:**

- Develop a Shoal Creek-wide database of prospective individual members and supporters, which would include a database of all properties owners and business owners within the watershed;
- Work with other team members to identify and develop strong relations with other key SCC stakeholders, including developing and executing relationship-building and maintenance strategies for these stakeholders.

### **Secondary Responsibilities:**

- Research and work with the Executive Director to pursue a long-term stable funding sources for SCC;
- Assist with the organization of events and meetings with major SC stakeholders; and
- Assist with the development of strategies to build the long-term financial capacity of SCC.

### **Qualifications: Required**

- Enthusiasm for the Conservancy's mission
- Excellent computer skills, including experience researching and/or creating databases; and using database management software as well as branded and open sources office management software
- Ability to work independently and as part of a team
- Highly organized and able to manage multiple ongoing projects

### **Qualifications: Preferred**

- Interest in nonprofit strategic planning
- Pursuing degree in library and information sciences or related 'big data' field

**Start Date:** Position open until filled, requires a minimum semester/summer commitment

**Hours:** 15 – 20 hours a week, preferably two to three times a week in the office

**Stipend:** This is an unpaid internship.

**To Apply:** Please send a cover letter, resume, one writing sample, and two references to Joanna Wolaver at [shoalcreekconservancy@gmail.com](mailto:shoalcreekconservancy@gmail.com).