**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.

**Description:** Shoal Creek Conservancy seeks an intern with the skills to build SCC’s membership marketing and renewal program. The position is available to undergraduate or graduate as well as recent graduates.

**Primary Responsibilities:**

* Maintain a Shoal Creek-wide database of prospective individual members and supporters;
* 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.
* Contact prospective and renewing members to ensure continued funding for SCC
* Research and plan events and tabling opportunities to gain more members and prospects
* Research and work with the Executive Direct to purse 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 with 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 or career in nonprofit development

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

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

**Stipend:**$1,000 per semester/summer

**To Apply:** Please send a cover letter and resume to info@shoalcreekconservancy.org. Thank you for your interest in the Conservancy.