

TreeFolks Program Intern
August – December
10-20 hours / week

Organization Information:

TreeFolks grows the urban forest of Central Texas through tree planting, education and community partnerships. Our programs work closely with businesses, schools, government, community groups and individuals to create a healthier environment and enhance the quality of life. TreeFolks is a 501 (c) 3 nonprofit organization which began in 1989 with small tree planting projects led by volunteers. Today, our community outreach programs reach thousands of individuals and plant 10,000 trees annually. During the 2010-2011 season, TreeFolks assisted in planting 9,892 trees and educated 11,620 individuals about the importance of urban trees.

Job Description

TreeFolks is seeking an intern to assist with program functions. Specific duties may include but are not limited to:

- NeighborWoods Program Assistance
 1. Post neighborhoods with the NeighborWoods Coordinator to offer free trees to homeowners and help deliver trees during the planting season
 2. Input data from posted neighborhoods into FileMaker Pro database
 3. Assist the Program Manager with the survival study of previously planted trees
 4. Assist with translating materials to spanish
- CommuniTrees and The Urban Orchard Project Assistance
 1. Assist the Program Manager with incoming program grant applications, planning and guidance for prospective sites, and develop educational materials
 2. Participate in tree plantings and follow-up maintenance workshops with grant recipients
- The Great Texas Tree Roundup Assistance
 1. Collect leaf samples and develop a Tree ID booklet for Roundup participants
 2. Edit training materials for participants
 3. Create a community outreach plan and provide outreach to schools, civic organizations and individuals promoting the Tree Roundup
 4. Develop capacity to expand program

Individuals must be dedicated to achieving the organization's goals. We prefer an intern with:

- Background in biology, forestry, horticulture, botany, geography or environmental science; or experience with basic tree identification
- An interest in working with the community including adults and children
- A desire to learn the organizational aspects of nonprofit programs

This is an unpaid internship, but you will be introduced to TreeFolks professional network which includes local governments, school districts, civic organizations and businesses. You will also learn the important roles trees provide in an urban environment and in-depth information regarding native tree species. We prefer you have general knowledge of basic tree identification at the beginning of the internship. We ask that interns dedicate themselves to fulfill the entire intern period beginning in August and ending in December. TreeFolks would like interns to work between 10-20 hours per week. Interns may work partially from home but must meet once per week with their project manager.

To make the most of your intern experience, we prefer to hear what you would like from your internship with TreeFolks. To apply, please submit a resume and cover letter explaining what you would like to accomplish through your internship, your experience with the specific intern duties and why you would like to intern with TreeFolks. Please E-mail your resume and cover letter by June 24, 2011 to carly@treefolks.org.