



INDIANA AUDUBON SOCIETY, INC. YOUTH OUTREACH INTERN JOB DESCRIPTION

SUMMARY:

The Youth Outreach Intern is responsible for furthering Indiana Audubon's mission through public outreach and instruction in Indiana, specializing in youth and family outreach. The Intern partners, develops, and helps deliver Indiana Audubon materials throughout the state using multiple media types and learning styles.

The purpose and objectives of the Society shall be to engage in educational, scientific, investigative, literary, historical, philanthropic and charitable pursuits which protect and conserve our natural resources including water, air, soil, plants and wildlife, especially birds, and to stimulate in Indiana public appreciation of the values of such natural resources and the need for their conservation.

Key responsibilities include but are not restricted to 1) Mission driven content creation 2) Organization and program planning, 3) Community and public relations focusing on youth and families, 4) Social media education campaigns, 5) Organization liaison for the society, and 6) Forging partnerships on the local level.

PUBLIC OUTREACH

1. Present Indiana Audubon related programming to community groups and centers, with emphasis on youth birding events.
2. Present Indiana Audubon related programming for Audubon sponsored workshops and presentations
3. Lead Indiana Audubon field trips around the state throughout the year, with emphasis on youth birding events.
4. Attend Indiana Audubon and similar organization meetings, conferences, and appropriate workshops.

CONTENT CONTRIBUTION

1. Regularly write, edit, and submit content for printed materials, social media, and eblasts on deadline.
2. Provide regular website updates.



3. Plan and manage social media marketing campaigns, including Facebook, Instagram, YouTube, and TikTok.

COMMUNITY RELATIONS

1. Coordinate and release press packets and news releases, and follow-up of any media coverage.
2. Correspond with the public via Audubon's various communication channels, such as website, social media, and printed mail, where appropriate.
3. Develop partnerships to support youth birding programs and events on the local level via Indiana Audubon financial and staff support.

OTHER DUTIES

1. Comply with all society directives, policies, and procedures.
2. Keep Education and Outreach Manager apprised of education and outreach operations, changes, and issues as they arise.

QUALIFICATIONS:

Two years related degree work or equivalent related experience or a minimum 2 years in environmental education and outreach is required. Candidates will demonstrate strong skills in organization, program planning, public relations, and communication skills. Demonstrated knowledge and experience in natural resources or ecology and native birds to Indiana is a plus. Strong communication skills (oral and written) are a must. Ability to work cooperatively with a wide variety of people, follow assignments closely, meet deadlines, and work independently of supervisor. Candidate should be proficient with Microsoft Suite, social media best practices, and basic website coding. Possession of driver's license and ability to drive all statewide is required. Though work may occur statewide, particular focus will be the Indianapolis and surrounding counties, thus the most successful candidate will need to be located near this area.

COMPENSATION:

This position is an entry level contracted, part-time internship and not employed with Indiana Audubon. Compensation is contingent on reported metrics equivalent to approximately 8 hours per week. Compensation of \$525/month subject to Intern reasonably and satisfactorily performing the services and the submission of a report to the Education and Outreach Manager detailing the services performed.

The term of this engagement shall continue through September 30, 2022.



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No additional benefits and accrued time off, or healthcare is offered with this contract. Certain expenses may be approved for compensation. These expenses must be included in the Indiana Audubon annual budget.