

Organization Background

The Galveston Bay Foundation (GBF) is a nonprofit organization located on the Upper Texas Coast that has worked for nearly 30 years to preserve and enhance one of the world's most productive estuaries—Galveston Bay—as a healthy and productive place for generations to come. We have diverse programs in land preservation, habitat restoration, water quality and quantity, youth education, and advocacy. Our office is located in the Clear Lake area of Houston, approximately 25 minutes south of downtown. To learn more about the Galveston Bay Foundation, please visit www.galvbay.org or find us on social media.

- Position title:** Environmental Education Intern
- Reports to:** Volunteer Programs Coordinator and Director of Education
- Location:** Clear Lake area, TX (main office location), with field work day locations varying around Galveston Bay
- Date of employment:** June 12 – August 18, 2017, 8 weeks consecutively
(Start and end dates may be subject to change)
- Hours:** 35 hours/week; may include some weekends
- Pay rate:** \$2,750 over an 8 week/35 hours per week period.
The \$2,750 is subject to FICA and income tax withholding. Housing not provided.

Summary: The Galveston Bay Foundation (GBF) is looking for a motivated individual to join our education team. The Environmental Education intern's time and talent will be spent working with GBF's Education Team, helping the team with program testing, curriculum design/updates, and program delivery at GBF's Trinity Bay Discovery Center. The work led by the Environmental Education intern will provide field-based educational experiences focused on the Galveston Bay system to nurture exploration and inquisition of participants via safe and engaging methods in order to cultivate life-long stewards of the Bay. Through this experience, the intern will gain a better understanding of nonprofit program management and community outreach and engagement. The main focus of this internship will be to create a hands-on educational experience that will be tested through public engagement in the program. The goal is for the intern to test this programming on a minimum of 15 family groups in the summer of 2017 at the Trinity Bay Discovery Center. Through this internship, the intern will develop valuable leadership skills, learn to work with a team, help to update and create an outdoor education curriculum, develop public speaking skills, develop time management skills, learn how to work within a budget and create program reports. Our hope is that this internship experience will foster a greater appreciation for nature and the Bay for the intern.

Qualifications:

The candidate must be currently enrolled as a full-time undergraduate student who will be returning to college as a sophomore, junior or senior for the 2017 fall semester. The ideal candidate should have some experience in environmental education, or experience working in outdoor recreation, parks, tourism, or summer camps. Must have strong written and interpersonal skills, and the ability to work with a variety of partners, staff, professional educators and citizens of all ages. Family members of Galveston Bay Foundation staff and board, family members of ExxonMobil employees, and family members of Volunteer Houston employees are not eligible to be hired.

Special Requirements:

Must have a valid driver's license and be able to provide his or her own transportation to our main office in the Clear Lake area, with potential to travel to locations around Galveston Bay (all qualified travel will be reimbursed at the 2017 IRS rates); must pass a background check; must be competent with Microsoft Office products, including basic data entry in Excel; must be able to tolerate outdoor conditions in the Houston-Galveston climate; must be able to lift at least 50 pounds.

To apply, please send resume, cover letter and maximum 3-page writing sample to Emily Ford at eford@galvbay.org. Application deadline is Friday, March 31st of 2017.