



To preserve and protect our natural and historic heritage

Job Title: Children's Newsletter Writing Intern (unpaid, Spring Semester)

Purpose of Position: To assist Heritage Conservancy with developing a children's newsletter focused on natural and historic themes while gaining experience at a nationally accredited land trust.

Work Location: Heritage Conservancy at 85 Old Dublin Pike, Doylestown, PA 18901 and remotely.

Benefits to the Volunteer: The opportunity to gain a thorough knowledge of Heritage Conservancy's impact in the community and the important natural and historic resources it protects that make Bucks County so unique and beautiful. Learn about the workings of a nationally accredited land trust and gain writing experience.

Required Skills & Knowledge:

- Position advantageous to students majoring in: Education, Environmental Sciences, Journalism, or Communication.
- Excellent writing, editing, and organizational skills;
- Works efficiently and completes work in a timely manner;
- Must be creative and have an upbeat attitude;
- Detail oriented, ability to take direction and contribute ideas;
- Able to work both independently and cooperatively while meeting deadlines;
- Must be self-motivated and eager to work and learn;
- Enthusiasm for natural and historic preservation;
- Graphic design experience is a plus.

Anticipated Activities: The responsibilities of the Writing Intern could include, but are not limited to:

- Design, develop, write, and edit articles for use in Heritage Conservancy's children-focused newsletter;
- Work with staff to gather article ideas;
- Research and transform complex concepts into kid-friendly information;
- Ensure information is accurate, complete, and meets editorial standards for spelling, grammar, paragraph structure, and document formatting in written format;
- Fact check, proofread, format, and edit as necessary;
- Performs related duties as required.
- Represent yourself in a professional and respectful manner throughout the internship as you are representing Heritage Conservancy.

Outcomes/Goals: To further Heritage Conservancy's communications and outreach of natural areas and historic preservation by connecting with the next generation of environmental stewards through a newsletter. To provide the intern with experience in writing and knowledge of the inner-workings of a not-for-profit organization.

Training & Support Plan: Training and monitoring will be provided by Manager of Marketing and Communications, Alexandra Dashkiwsky

Time Commitment: Approximately 15-20 hours per month.

Length of Appointment: Approximately one semester. Continuation of internship is dependent upon satisfactory progress of work.

Minimum Age Requirement: College Level.

Dress Code: Business Casual

Reports To: Alexandra Dashkiwsky, Manager of Marketing and Communications

How to Apply: Submit cover letter, resume and two writing samples to Shannon Fredebaugh at sfredebaugh@heritageconservancy.org by Friday, December 29th.

If you have questions about the volunteer program, other volunteer opportunities, or would like more information about Heritage Conservancy, please contact Shannon Fredebaugh, Senior Community Engagement Associate, at sfredebaugh@heritageconservancy.org or (215) 345-7020 ext. 104.