

Save The River® / Upper St. Lawrence RIVERKEEPER®

Protecting the St. Lawrence River through Advocacy, Education and Research

Position Announcement

Title: Summer Internship (1)

Location: Clayton, New York

Overview of Organization:

Save The River is the leading grassroots organization working to preserve and protect the St. Lawrence River through advocacy, education and research. Since 1978 it has campaigned to stop aquatic invasive species, restrict winter navigation, promoted an adaptive water levels regulation plan, and supported expansion of Great Lakes restoration programming. Save The River organizes citizen science water quality monitoring programs that track River health at popular swimming destinations. In addition, Save The River works closely with Riverkeeper volunteers to identify River impairments and develops curriculum for school districts through *In the Schools/ On the Water* educational programming. Save The River is a member of the Waterkeeper Alliance and serves as the Upper St. Lawrence Riverkeeper.

Position Description:

Save The River interns handle a diverse workload including managing the store front, conducting community outreach, and implementing fieldwork projects including Beach Watch and Common Tern Monitoring programs. Although this position involves primarily office work there are opportunities for training and working in the field. Interns are supervised closely by Save The River staff and will gain invaluable experience working at events that promote Save The River and grow our membership. Interns have the opportunity to learn about environmental not-for-profit management, and the “behind the scenes” work of Save The River’s programs. Interns report to the Save The River staff.

Duties & Responsibilities:

Responsibilities include, but are not limited to the following:

- Handling storefront and online sales
- Direct public education and outreach during program events or through storefront inquiries
- Assisting with Save The River’s advocacy and research projects
- Implementing Save The River’s volunteer programs including Beach Watch and Common Tern Monitoring
- Office support
- Representing Save The River at community events
- Duties as assigned at Save The River’s events
- Other duties as assigned

Requirements & Basic Qualifications:

- Ability to work closely with staff, volunteers, and the public in a courteous and professional manner
- Positive work ethic and self-motivated
- Ability to work independently and as part of a team
- Effective verbal and written communication skills.
- Comfortable with public speaking
- Strong organizational and time management skills
- Experience educating diverse audiences including children and/or adults
- Proficiency in MS Office Suite and/or Google Docs

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- Flexibility and willingness to work weekends and some nights
- Access to reliable transportation
- Possess New York Driver License and Passport
- Ability to lift 40lbs
- Ability to swim
- Commitment to Save The River's mission and values
- Ability to conduct fieldwork in adverse weather conditions
- Participate in Trash Free River Cleanups and Fishing Tournament monitoring

Preferred

- Familiarity with the St. Lawrence River and community
- Prior work providing recreational experiences on the water either boating, kayaking/canoeing, and/or fishing
- Knowledge of conservation species

Working Conditions:

- Office-based with potential for outdoor education and fieldwork activities
- Frequent weekend and evening duties
- Travel to locations along the St. Lawrence River in the United States and Canada.

Dates, Hours and Compensation:

- Mid February thru Labor Day (some, minor flexibility in start & end dates)
- Start Day - May 21: 10-20 hours per week. May 24 - Labor Day: 30 - 40 hours per week. Must be able to work Memorial Day, July 4th, and Labor Day.
- This position is for four days per week
- \$13.20/ hour

Save The River is an equal opportunity employer.

Deadline for Applications:

April 30, 2022

To Apply:

Send resume, cover letter, and contact information for at least one professional and one personal reference to Office Manager, Save The River, 409 Riverside Drive, Clayton, New York 13624, or email the full application package to Office Manager at info@savetheriver.org. In order to expedite the internal sorting and reviewing process, please write your name (Last, First) and Summer Internship as the subject line of your email.

For more information about Save The River visit www.savetheriver.org

