



## Internship Position

### Program Focus: Community Outreach

**Duration:** February 2019 - May 2019

**Schedule:** Flexible, 12-14 hrs/week, Saturdays required

**Salary:** This is an unpaid internship. A stipend will be provided to assist with transportation expenses.

### Summary

The Community Outreach Intern supports the Outreach Manager in developing and facilitating community engagement with the goal of expanding both participation in tree planting events and Friends of the Urban Forest's ("FUF's") membership base in neighborhoods throughout San Francisco. Strong "people skills" and an interest in gaining community organizing experience are required, as well as knowledge of San Francisco's unique neighborhoods and a high level of cultural competency.

The position involves both office and field work including computer work, some heavy lifting (40 pounds), and driving a FUF vehicle (if candidate possesses a valid California driver license). You will also be required to design and execute a capstone project tailored to your area of interest with the goal that you take an active role in your learning. FUF will provide professional development training and opportunities to engage with San Francisco's environmental leaders.

### Educational Objectives

- Development and implementation of neighborhood campaigns in support of building green infrastructure
- How to work with diverse communities
- Networking and communications with community leaders and groups, and government officials
- Data management
- Volunteer management

### Details and Responsibilities

- Educate planting participants about the FUF community planting model and the benefits of urban greening to inspire participation in FUF programs
- Collect, manage, and organize requests for neighborhood tree plantings, including direct correspondence with potential planters to build interest in upcoming events using the FUF database
- Attend community organizing events such as tabling at farmers' markets or neighborhood events and represent FUF at neighborhood association and other community meetings
- Produce posters, flyers, brochures, and other promotional and educational documents, social media, website content, and emails to inform the public about upcoming FUF events
- Coordinate weekly volunteer-led, door-to-door canvassing, including identifying location, producing materials, and attending neighborhood meetings
- Respond to outreach inquiries and complaints in an efficient and timely manner and maintain confidentiality of all information
- Work with other staff on special projects and day-to-day operations
- Develop and spread FUF's messaging

- Represent FUF at community group meetings
- Analyze data for developing outreach materials

## **Requirements**

- Proficiency in digital communications and database management software a plus
- Must be able to commit to the entire internship period and to follow a mutually agreed-upon schedule
- Must be in good physical condition and able to perform physical labor
- Individuals with a valid driver's license and a clean driving record will be preferred
- Fluency in Spanish, Mandarin, and/or Cantonese is desired
- Participate in office culture of environmental stewardship through cultural activities including but not limited to: limiting waste, properly disposing of waste in sorted bins, and picking up trash in the field and at FUF headquarters

## **Work Environment**

While performing the duties of this position, the intern is regularly exposed to outdoor weather and working conditions. The noise level in the work environment is usually moderate. Office workspace is "hoteling" in nature and interns should not have any expectation that any assignment is permanent.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an intern to successfully perform the essential functions of this job. While performing the duties of this position, the intern is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, and crawling. The intern must frequently lift and move items over 40 pounds, and load tools and planting materials into and out of vehicles. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.