



## Internship Position

### Program Focus: Community Engagement

**Schedule:** Flexible, 12-17 hrs/week, Saturdays required

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

### Summary

The Community Engagement Intern supports the Outreach Coordinator in 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 a high level of cultural competency.

The position involves both office and field work including computer work and some heavy lifting (40 pounds). 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 and community leaders.

### Educational Objectives

You'll learn how to:

- Develop and implement neighborhood campaigns in support of building green infrastructure
- Collaborate with diverse communities
- Network and communicate with community leadership, neighborhood groups and government officials
- Design outreach materials using Canva and Wordpress
- Track data using Salesforce
- Manage volunteers

### Details and Responsibilities

- Educate SF residents about the FUF community planting model and the benefits of urban greening to inspire participation in FUF programs
- Table at community events such as street fairs and represent FUF at community meetings
- Participate in weekly door-to-door canvassing
- Collect, manage, and organize requests for neighborhood tree plantings
- Produce posters, flyers, brochures, and other promotional and educational materials, including social media, website content, and email blasts
- Collaborate with FUF's community partners and other neighborhood organizers

### Requirements

- Must be able to commit to the entire internship period and to follow a mutually agreed-upon schedule
- Must be able to develop meaningful relationships and collaboratively interact with people of diverse cultural backgrounds
- Must be in good physical condition and able to perform physical labor
- Fluency in Spanish, Mandarin, and/or Cantonese is a plus (but not required)
- Must 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.