

**Hill Country Alliance Summer 2021 Internship Position:**  
**Providing Support to Hill Country Alliance's Outreach and Education Work**

*Position post date: May 24, 2021*

**About the Hill Country Alliance**

Founded in 2005, the [Hill Country Alliance \(HCA\)](#) brings together an ever-expanding alliance of groups throughout a 17-county region of Central Texas with the long-term objective of preserving open spaces, water supply, water quality and the unique character of the Texas Hill Country. A regional non-profit organization, HCA focuses on community engagement around protection of Hill Country land, water, and night skies. Led by a highly involved, professionally and geographically diverse board, HCA bridges traditional boundaries (e.g. urban-rural divides) through education and outreach, capacity building, gentle advocacy, and partnerships to ensure a healthy and vibrant Hill Country for future generations.

In 2021 HCA is embarking on a lifelong journey to better represent and serve the diversity of the Hill Country and Texas in our organization and through our programming. We recognize that communities of color are too often left out of conversations about our region's future and that their involvement is imperative to meeting the challenges we face.

**Hill Country Outreach and Education Internship Description**

HCA's communication focuses on spreading updates on recent Hill Country conservation efforts and opportunities to advance large-scale conservation and stewardship of the Hill Country's natural resources and communities. Since the beginning, HCA's primary activity has been to inform citizens about current issues relating to growth and development in the Texas Hill Country. As our region has experienced rapid growth, severely impacting the ecological function and unique character of the region, we've been able to help individuals and community groups by sharing resources and information. The Hill Country Outreach and Education Intern will provide support to HCA's Communications Manager and Programmatic Managers by sharing relevant news and updates with HCA's network of subscribers and partners. Outreach will be carried out on HCA's website, newsletter, and social media accounts and will amplify both the work of HCA and our vast network of partners across the region.

**Primary Responsibilities**

- Creating, posting, and sharing recent news to the HCA website and social media
- Compiling and sharing relevant events from HCA's partners to the HCA website and social media
- Working with HCA's Communications Manager to produce bi-weekly Neighbor-to-Neighbor newsletters
- Expanding the reach of HCA's social media accounts
- Providing administrative support through data entry, creation and maintenance of subscriber lists, etc.

**Additional Opportunity to grow/explore one or more focus areas:**

- Videography and/or photography
- Development and fundraising
- Graphic design
- Social media metrics tracking and reporting

- Additional focus on one of HCA's program areas: Land, Water, Night Sky, or Communities

**General Requirements and Preferred Expertise:**

- Must be highly motivated, energetic, deadline-oriented and able to handle multiple priorities.
- Excellent interpersonal skills as well as verbal and written communications skills.
- Self-starter, lots of initiative and ability to work independently.
- Familiarity with Wordpress and MailChimp preferred but not required
- Familiarity with various social media platforms – Facebook, Twitter, Instagram and YouTube
- Interest in learning more about Hill Country environment, natural resources, and conservation efforts

**Office Schedule and Pay**

\$15-\$18 hourly, with approximately 10-15 hours weekly; Remote work-friendly - flexible hours as needed and appropriate outside of office.

Position runs from early June through mid-August, with potential opportunity for future growth within the organization.

HCA offices are located in Dripping Springs. Staff typically works from the office about once per week and the rest of the time from home or in the field for meetings and events.

- Once-monthly, in-person socially distanced meeting with all HCA Staff (preferred)
- Weekly Zoom call with all HCA Staff
- Weekly Zoom call with HCA Communications Manager
- Bi-weekly, in-person meeting with HCA Communications Manager (preferred)

**Applications**

Applications will be reviewed on a rolling basis. Target start date is early June 2021.

Hill Country Alliance is proud to be an Affirmative Action and Equal Opportunity employer and we welcome applications from those who contribute to our diversity. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, mental, or physical disability, age, sexual orientation, gender identity, national origin, familial status, veteran status, or genetic information. HCA is committed to providing access, equal opportunity, and reasonable accommodation for all individuals in employment practices, services, programs, and activities.

The requirements listed in our job descriptions are guidelines, not hard and fast rules. If you have 75% of the qualifications listed, we encourage you to apply. Applying gives you the opportunity to be considered. We are especially excited about increasing applications from people who understand the value of promoting diversity, equity and inclusion including people with disabilities, Black, Indigenous, people of color, and LGBTQ+.

Candidates should send their cover letter, resume, and 2-3 references to [leah@hillcountryalliance.org](mailto:leah@hillcountryalliance.org).