



Hill Country Alliance 2022 Spring Internship Position: Outreach and Education

Start Date: 2/1/22 (or sooner) Hourly Pay: \$15-18 per hour, 10-15 hours weekly

Position post date: January 12, 2022

About the Hill Country Alliance

Founded in 2005, the Hill Country Alliance (HCA) brings together a diverse coalition of partners to preserve the open spaces, starry night skies, clean and abundant waters, and unique character of the Texas Hill Country. A regional non-profit, HCA focuses on community engagement in a 17-county region and 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.

HCA is 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. We seek to meet communities where they are and work together to find solutions.

Hill Country Outreach and Education Internship Description

HCA's communication focuses on spreading updates on Hill Country conservation efforts and opportunities to advance large-scale conservation and stewardship of the region's natural resources and communities. The Hill Country Outreach and Education Intern will provide support to HCA's Storytelling and Public Engagement 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 and upcoming events to the HCA website and social media
- Working with HCA's Communications Manager to produce bi-weekly Neighbor-to-Neighbor newsletters
- Providing administrative support through data entry, creation, and maintenance of subscriber lists, etc.

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

- Videography, photography, or graphic design
- Development and fundraising
- Additional project focus on one of HCA's program areas: Land, Water, Night Sky, or Communities

General Requirements and Preferred Expertise:

- Must be highly motivated, self-starter, deadline-oriented and able to handle multiple priorities
- Excellent interpersonal skills as well as verbal and written communications skills
- Experience with social media platforms, Wordpress, or MailChimp preferred but not required
- 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 February through mid-July, 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. Intern will be expected to attend weekly staff Zoom calls and once-monthly, in-person socially distanced meeting with all HCA Staff.

Applications

Applications will be reviewed on a rolling basis. Target start date is early February 2022.

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.