



Great Springs Project Internship Position Description Spring 2022

ABOUT GREAT SPRINGS PROJECT

Great Springs Project (GSP) is a 501(c)(3) nonprofit organization working to create a greenway of contiguous protected lands between San Antonio and Austin over the Edwards Aquifer recharge zone. This green corridor will include an additional 50,000 acres of protected lands across four counties and be connected by a network of spring-to-spring trails, linking four of Texas' Great Springs: Barton Springs, San Marcos Springs, Comal Springs, and San Antonio Springs. Great Springs Project envisions unifying existing local efforts to address the most critical water, land, wildlife, and public health challenges facing the Central Texas region.

In a state in which less than four percent of the land is public, through preserving open space and developing a spring-to-spring trail for the benefit of all, GSP addresses social, health, and recreational equity.

GSP INTERNSHIP OVERVIEW

Position

The GSP Spring Intern will be reporting directly to Lyda Creus Molanphy, Chief Strategy & Operations Officer, and Kristi Shepperson, Senior Executive Administrator. The Intern should be prepared to work in a fast-paced team environment and finish the internship having gained working knowledge and professional experience in various aspects of the organization.

Details

This Spring 2022 Internship runs from January through May:

- Allocation of Part-Time Schedule:
 - 10-15 Hours Weekly
 - Requires attendance at Monday 9:00 a.m. – 10:30 a.m. Staff Meeting & Thursday 9:00 a.m. – 9:30 a.m. Staff Roundtable
 - Weekly 1-Hour Check-In with Supervisor
- Eligible candidates who are interested in continuing through the summer or a full one-year internship are encouraged to apply as GSP will consider extending the Spring 2022 Internship through the Summer and/or Fall semester.

Scope of Work

- Land & Trails programming support:
 - Attending weekly staff meeting
 - Drafting Agenda & taking notes
 - Preparing visual aids to contribute to Land and Trails discussions
 - Assist as directed with GSP Trails Planning:
 - Attending meetings, taking notes, data collection, and logistics support
 - Assist as directed with Mapping:
 - Assist with data collection and initial map drafts in line with GSP standards
 - Graphic commonality of maps in GSP's four-county conservation corridor to help communicate the bigger story of GSP

- Assist as directed with Research:
 - Gather and compile information relating to assigned topics, issues, projects
 - Assist with researching other trails development and conservation plans from which GSP can find guidance and best practices
 - Support partner organizations as assigned, including:
 - Attend meetings, take notes, assist with social media
- Support GSP's development work as directed, including:
 - Assist with grant research
 - Assist with GSP's social media marketing, including creating content, scheduling posts, and engaging with other partner organizations.
- Develop and Implement a Tabling Event Calendar
 - Set up materials for GSP at different tabling events
 - Spread awareness of the project
 - Gather community input on the project
 - Provide the community with ways to help/get involved
- Organizational Support
 - Assist with administrative matters, including, taking notes, meeting set-up, office supply and equipment maintenance.
- Other duties as assigned

Qualifications

- Great attention to detail is essential;
- Excellent interpersonal, analytical, and organizational skills, capable of working effectively with staff members;
- Energetic, self-motivated, flexible, and adaptable with a sense of humor;
- Reliable Transportation
- Knowledge of basic computer software (Microsoft Office, Zoom, etc.)
- Skilled with mapping (GIS, Google Earth, etc.), visual analysis, graphic design and/or adobe suite;
- Spanish speaker a plus
- The ideal candidate will be outgoing, detail-oriented, and passionate about conservation and environmental issues.

Physical Demands & Work Environment

Spring 2022 Internship will be primarily remote with in-person meetings at the Intern's discretion in coordination with their supervisor. While performing this internship, the Intern may occasionally be required to talk, stand or sit for long periods, walk, key data, speak, and hear. As GSP's mission focus includes hiking, rivers, and springs, candidates for this role are expected to be passionate about green space. The physical demands and work environment listed here represent those that an intern must meet to successfully perform this internship's essential functions. Reasonable accommodations may be made to enable a person with disabilities to perform the essential functions.

Applicants are asked to provide a resume, cover letter, and three professional references to info@greatspringsproject.org and not contact the organization or any team members directly.

