



## **General Internship Position Description**

The Ipswich River Watershed Association (IRWA) is seeking a motivated individual for a Summer 2025 full-time General Internship. This position is ideal for students (age 18+) who are interested in exploring the various roles at a nonprofit as they discern a forward path in environmental work.

The General Intern will act as an ambassador for the Ipswich River, taking time to learn about issues facing the river and communicating IRWA's role in addressing those issues to the public. The Intern will also support administrative projects, water quality monitoring, restoration activities, and education programming.

### **Key Responsibilities**

- Represent IRWA's mission and values at public-facing events and programs, including at farmers markets, at IRWA headquarters (Riverbend) on the weekend, and during paddle events.
- Assist the Outreach team with digital and print content development, including proof-reading and writing for blog posts, photography and filming for social media posts, and contributing to press releases.
- Assist the Restoration team by contributing to water quality monitoring, invasive species removal, and native species planting efforts.
- Assist the Resilience team by acting as an ambassador for the river, educating North Shore residents and community groups about IRWA initiatives as well as the importance of water conservation and stormwater management.
- Ensure kayaks, canoes, and other paddling gear are properly stored and organized for use by IRWA members and visiting groups.
- Additional duties as your interests and IRWA's needs align.

### **Skills and Experience**

This position requires a person with a strong interest in environmental issues, watershed management, and public education. The ideal candidate will have a mix of relevant education and experience, and most importantly be passionate about IRWA's mission to protect nature and ensure there is enough clean, safe water for people, fish, and wildlife.

The ideal candidate for this position will be:

- Enthusiastic about IRWA's mission to make sure there is enough clean, safe water for people and businesses, protect nature and keep the river healthy for fish and wildlife, and provide a great place to have fun outdoors.
- Organized and detail-oriented. Specifically, the ideal candidate would be able to manage their own time effectively with regular check-ins with their supervisor. They would be able to complete given tasks, intuit other ways to contribute as their time allows, and ask for help when needed. They would be able to catch small details like spelling, grammar, and other orthographic mistakes, with or without assistance from software (eg Grammarly).
- Interested in a broad range of careers in the environmental nonprofit world. This intern would have many general assignments and would be expected to work with all departments at IRWA: data and monitoring, restoration and resiliency, advocacy, outreach, and education.
- Excited to participate in recreation and other physical projects at IRWA Headquarters, Riverbend. This includes portaging kayaks and canoes short distances with or without help, paddling on the river in 1-2 hour sessions, and hiking the property, as well as gardening, pulling invasives, and turning the compost pile.
- Proficient with Google Workspace and all basic computer skills. Experience with software such as Canva, InDesign, and Wordpress is a plus.

### **Hours, Schedule, and Compensation**

This is a full-time (35-40 hours per week) internship lasting from June 2024 to August 2024. Specific start and end dates can be flexible to accommodate intern summer break schedules. Compensation is \$18 per hour worked.

This is an in-person internship at IRWA's headquarters in Ipswich, MA. Though this position is hands-on and requires mostly in-person work, the Intern may work with their supervisor to make a plan for some remote hours, when feasible.

**As a public-facing member of IRWA staff, the General Intern will work a schedule that includes one weekend day.** Typically, the General Intern should plan to work a Tuesday-Saturday or Wednesday-Saturday week. There will be some evening hours, to accommodate farmers market events and evening paddling programs. Hours are otherwise flexible and can be adjusted to meet the Intern's schedule. IRWA's office is open on the earlier side; most staff arrive between 8-9am and leave between 4-5pm, M-F.

#### **Example work week:**

Tuesday: 8:30am-4pm (7.5 hours)

Wednesday: 8:30am-4pm (7.5 hours)

Thursday: 10:30am-8pm (9.5 hours)

Friday: 8:30am-4pm (7.5 hours)

Saturday: 9am-1pm (4 hours)

Sunday: off

Monday: off

## **Application Procedure**

To apply, please send cover letter and resume by email to:

Emma Hughen, Environmental Educator

[ehughen@ipswichriver.org](mailto:ehughen@ipswichriver.org)

Ipswich River is an equal opportunity employer.

## **About the Ipswich River Watershed Association**

Founded in 1977, we serve as the Voice of the River and work to ensure there is enough clean water for people and nature and to provide opportunities for people to have fun outdoors. We are a small but nationally known organization with a big record of accomplishments. Increasingly, we seek to position our work under the lens of building resiliency for the watershed and the communities we serve. Our team consists of eight year-round and several seasonal staff who are supported by an engaged board, several committees, and hundreds of volunteers. We work in 28 communities throughout the Ipswich, Parker, and Essex River Watersheds and are based at Riverbend, our beautiful 23-acre headquarters on the bank of the river in Ipswich. For more information, go to [www.ipswichriver.org](http://www.ipswichriver.org).