



ASSOCIATION *of* FISH & WILDLIFE AGENCIES

POSITION DESCRIPTION

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| Position Title: | Conservation Intern |
| Position Location: | Washington, DC |
| Reports To: | Meaghan Gade, <i>Energy and Wildlife Program Manager</i> and Deb Hahn, <i>International Relations Director</i> |
| Job Type: | Summer Internship (dates negotiable) |
| Salary: | 40 hours/week, \$20.00/hr plus compensation for personal phone use. |
| About Us: | <p>The Association of Fish and Wildlife Agencies, founded in 1902, represents North America's fish and wildlife agencies. It promotes sound management and conservation, and speaks with a collective voice on important fish and wildlife issues. The Association is a nonprofit, 501(c)(6) trade association. The Association recognizes that participation in our work by people with diverse views, backgrounds, cultures, and experiences is necessary to fulfill our mission. The Association is committed to fostering an inclusive organization and work environment where all people can thrive. See www.fishwildlife.org for more information.</p> |
| Position Summary: | <p>The Conservation Intern is responsible for supporting the work of AFWA's programs including government affairs, science coordination, and education. The intern will work on assigned projects and have the flexibility to pursue related interests. This internship is intended to open the fish and wildlife profession to new perspectives and voices and to encourage underrepresented communities to engage in natural resource conservation. The internship will provide opportunities to meet and engage with conservation professionals in the DC metro area and across the country. If the opportunity arises, it could include travel and attending local meetings.</p> <p>The intern is expected to work a hybrid schedule. Ideally, they would be in-person from the Washington, DC office ideally at least 3-days per week.</p> |
| Duration: | June – August 2024, flexible |
| Example Projects/Duties: | <ul style="list-style-type: none">• Conduct research on topics related to fish and wildlife conservation and policy including Traditional Ecological Knowledge, illegal wildlife trade, renewable energy development, and federal wildlife policy. |

- Develop content for communication materials including newsletters, social media posts, educational opportunities, campaigns, and other outreach.
- Track legislative and regulatory developments related to fish and wildlife conservation at the federal and state levels and help prepare briefs, memos, and other material.
- Attend and participate in relevant meetings and conferences both in-person and virtually.
- Provide administrative support to staff such as scheduling meetings, developing agendas for meetings, and other logistical tasks as assigned.
- Other duties as assigned

Qualifications:

- Bachelor's degree or pursuing a bachelor's degree in natural resources management, fish and wildlife biology, conservation, environmental science, political science, or related field.
- Ability to work both independently and collaboratively
- Organizational skills
- Written and oral communication skills
- Proficiency in Microsoft products especially Word and Excel
- Positive attitude and eagerness to learn

How to Apply: Send a resume and cover letter highlighting your unique connection with nature and the environment and how this internship aligns with your career or personal aspirations and/or academic pursuits. Please send as a single PDF to mgade@fishwildlife.org, with "Conservation Internship" as the subject line. Applications are due by May 1, 2024