

2016 U.S. Endowment Internship Program | Position Description

The U.S. Endowment (Endowment) is a not-for-profit public charity that operates with a small staff to maximize financial investment in mission-related work. To learn more visit www.usendowment.org. To augment staffing needs, we have an on-going Internship Program to attract bright minds from the post-graduate community. This program provides real and substantial benefits to Interns and the Endowment. **The Endowment is now recruiting one new Intern, to begin in June 2016.**

For Interns, this opportunity provides real-world experience working with a national, not-for-profit institution, a “resume-builder” that speaks to potential employers about commitment and motivation, and financial support. For the Endowment, Interns provide an infusion of additional arms and minds to aid with our projects, and exposure to bright minds with different generational experiences and expectations.

Required Criteria for Internship Candidates

- U.S. citizen or non-citizen with all appropriate visas and paperwork;
- Completed at least an undergraduate degree by start date (June 2016);
- At least a 6 month commitment;
- A grade point average of least 3.0 on the 4.0 scale (or equivalent).

Preferred Criteria for Candidates

- Experience in website design and management;
- Relevant coursework or practical experience; and
- An interest in forestry, conservation, and rural development.

Work Periods and Hours

Interns will be provided office space at the Endowment’s headquarters in Greenville, South Carolina. Office hours are flexible, but the Intern will be expected to work 30-40 hours/week on a set schedule.

Compensation for Services

Interns are considered temporary employees for the contracted period. We pay a flat rate (\$11/hour) subject to all applicable payroll taxes. Interns are not eligible for benefits available to other full-time employees, including overtime, but are provided the full slate of paid holidays available to Endowment employees. Participation in the Endowment Internship Program does not in any way imply a promise of future employment.

Interested candidates should send the following to cameron@usendowment.org:

- A letter of interest also stating the term of availability;
- A resume or CV, including GPA and list of relevant coursework; and
- A writing sample (2-4 page recently written essay, report, or similar document or excerpt) that is most representative of the writing ability and intellect the applicant would bring to the Endowment.

Application Process Timeline

- March 2, 2016 Deadline for Applications
- March 14-18, 2016 Interviews with Candidates (in-person preferred)
- March 24, 2016 Decisions Announced

The U.S. Endowment for Forestry and Communities is an Equal Opportunity Employer and will seek interns regardless of age, sex, disability, race, color, religion, national origin, or military service.