

## 2018 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](http://www.usendowment.org). To augment program 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 Impact Intern to begin in June 2018.**

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 experiences and expectations. To learn more about the intern experience, please contact the current intern at [elly@usendowment.org](mailto:elly@usendowment.org).

Applicants should be highly self-motivated and have the ability to independently work on multiple projects at once. Successful candidates will also be able to work in a dynamic work environment, responding to multiple program areas and organizational needs.

Required Criteria for Internship Candidates	Preferred Criteria for Internship Candidates
<ul style="list-style-type: none"> <li>• U.S. citizen or non-citizen with all appropriate visas and paperwork;</li> <li>• Completed at least an undergraduate degree by start date (June 2018);</li> <li>• At least a 6 month commitment, one year preferred; and</li> <li>• A grade point average of least 3.0 on the 4.0 scale (or equivalent).</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in website design and management;</li> <li>• Relevant coursework or practical experience;</li> <li>• An interest in forestry, conservation, and rural development.</li> </ul>

### 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 35-40 hours/week on a set schedule.

### Compensation for Services

Interns are considered independent contractors and are paid a monthly stipend of \$2,200 (assuming 40 hrs/wk) contingent on meeting the required works hours. As an independent contractor, the intern is responsible for all relevant employment taxes on the stipend. Interns are not eligible for benefits, but are provided a full slate of paid holidays. 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](mailto: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) that is most representative of the writing ability and intellect the applicant would bring to the Endowment.

<b>Application Process Timeline</b>	<ul style="list-style-type: none"> <li>• January 31, 2018</li> <li>• February 19-23, 2018</li> <li>• March 1, 2018</li> </ul>	<ul style="list-style-type: none"> <li>Deadline for Applications</li> <li>Interviews with Candidates (in-person)</li> <li>Decisions Announced</li> </ul>
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*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.*