



**CONSERVATION COMMUNICATION INTERN
for
PARTNERS IN AMPHIBIAN AND REPTILE CONSERVATION (PARC)**

PARC is an inclusive partnership dedicated to the conservation of reptiles and amphibians and their habitats. Our network includes individuals from local, state and federal governments, zoos and aquariums, non-governmental organizations, industry (e.g., pet trade, forest products), museums, nature centers, universities, research laboratories, environmental consultants, private contractors, and more. The diversity of our membership makes PARC the most comprehensive conservation effort ever undertaken for amphibians and reptiles. For more information, see <http://parcplace.org/>.

Internship duties include, but are not limited to:

- Creating clear, interesting, and engaging content for PARC’s annual report. Content will be solicited from partners for the intern to edit.
 - Gathering content and photos from designated contributors, including sending reminder emails. Contact information of contributors will be provided.
 - Transferring content between formats (e.g., Google Form to Word)
 - Working with PARC’s Graphic Designer on layout and design.
 - Communicating feedback from PARC’s National Coordinators to the Graphics Designer.
- Distilling content from PARC’s regional habitat management guidelines (see <http://parcplace.org/habitat/habitat-management-guidelines/>) into topical infographics, flyers, or fact sheets.
- Submitting drafts for review to:
 - PARC’s National Coordinators (for the annual report; see past examples here: <http://parcplace.org/about/annual-reports/>)
 - PARC’s Executive Committee (for infographics, flyers, and fact sheets)
- Working closely with PARC’s Joint National Steering Committee Executive Assistant.
- Other duties as assigned (e.g., materials for PARC’s 20-year anniversary) or as intern’s interest and time permits.

Time required: The annual report will be the primary project from October through January.

<u>Month</u>	<u>Anticipated Time Required</u>
October, January	2-3 hrs/wk
November, December	Up to 10 hrs/wk
Remainder of the year	1-2 hrs/wk, depending on what projects are available/initiated

Compensation:

This is a paid internship with a maximum stipend for the year. Monthly compensation will vary based on the types of tasks identified and time required to complete them. The selected intern will be provided with performance evaluations. Continuation in the position is contingent upon satisfactory performance. If not performing adequately, guidance will be provided on what measures need to be taken to improve and succeed.

College Credit: We encourage students to speak with their professors about eligibility for credit for this internship; PARC will provide certification of hours worked or other required information for academic departments.

Desired qualifications:

- Superb communication skills and creativity
- Experience with written conservation communications
- Ability to synthesize large amounts of information and distill into key components and compelling messages
- Basic understanding of amphibian and reptile species conservation concepts
- Keen attention to detail
- Effective time management skills and the ability to meet deadlines
- Willingness to accept constructive feedback and edits

Benefits to the intern:

- Professional conservation communications experience
- Access to PARC's network, providing valuable connections with leaders and experts in the amphibian and reptile conservation field
- Knowledge of current amphibian and reptile conservation issues and engagement with amphibian and reptile experts on those issues
- Understanding of the inner workings of an international conservation partnership

It is possible that additional options to gain experience may come available in PARC, dependent on availability of new tasks as well as the intern's demonstrated performance and strengths.

Length of Term: Minimum of 12 months

Duty Station: There is no fixed work site for this position. All work will occur remotely.

To apply, you must submit the following to PARC's National Coordinators at parc_coordinators@parcplace.org no later than **Wednesday, September 12, 2018:**

1. A brief resume or curriculum vitae (2 pages or less highlighting your most pertinent experience)
2. A cover letter or letter of interest
 - a. Include:
 - i. Why you want the position
 - ii. The unique qualifications you would bring to the job

- iii. What you would like to get out of the experience
3. Three professional references
4. Look at the PARC Endorsements page: <http://parcplace.org/network/parc-endorsements/>. Use it to provide a writing sample of how you would make the page more inspirational. Tell readers why PARC is providing endorsements and why partners should seek a PARC endorsement.
5. Provide one other conservation communication writing sample from a previous project or position.