



POSITION TITLE: Outreach and Research Intern

Commitment: 8 weeks over the summer; based in, or with regular travel to, Canmore

Posting Date: April, 2018

Closing Date: Open until filled

THE ORGANIZATION:

Yellowstone to Yukon Conservation Initiative (Y2Y) is a joint Canada-US not-for-profit organization with a mission to connect and protect wildlife habitat from Yellowstone to Yukon so people and nature can thrive. Y2Y takes a scientific approach to conservation and is upheld as a global leader in large landscape conservation. Please see y2y.net for more info.

THE POSITION:

Y2Y is seeking an Outreach and Research Intern to support its public outreach and to strengthen its connections to funders and donors. This summer job, within a small, dynamic team, is suited to someone with strong organizational, interpersonal and communications skills, an eye for detail, and a passion for wildlife and ecosystem conservation. The successful candidate will help with fund development-related (phone/internet/database) research, support our public-facing events and help to convey the importance of Y2Y's work in large landscape conservation and specific program areas.

THE REGION:

The Yellowstone to Yukon region stretches some 3,200 kilometres from Yellowstone National Park to Canada's Yukon. Our vision is an interconnected system of wild lands and waters from Yellowstone to Yukon, harmonizing the needs of people with those of nature. Campaigns are currently running in Montana, Idaho, British Columbia and Alberta, so a broad knowledge of these areas and some of the challenges they face environmentally is useful.

JOB RESPONSIBILITIES:

The Y2Y Outreach and Research Intern will report to Y2Y's Senior Development Manager at the Y2Y office in Canmore, work closely with Y2Y's Development and Communications Team, and liaise with our Program staff.

Their principal tasks and responsibilities will be to put their strong communication skills and passion for nature to good use as they:

- Help plan and execute awareness-building events that take place locally and throughout the Yellowstone to Yukon region;
- Assist with research into and communications with possible new partners and supporters for Y2Y's vital conservation connectivity work;
- Help to engage with and survey existing Y2Y supporters;
- Support project-based work and campaigns.

QUALIFICATIONS:

- Enrolled in a university program leading to a degree in fields of environmental management or education; public relations/event management, communications, development or similar;
- Demonstrated written and oral communication skills, and the ability to relay sometimes complex information engagingly to a lay audience;
- Good computer (Word, Excel, PPT) skills and general office experience;
- Ability to work independently and creatively;
- Two references who can attest to your qualifications.

TERMS OF EMPLOYMENT:

This position is funded through Canada Summer Jobs, which stipulates that students must:

- Be between 15 and 30 years of age (inclusive) at the start of employment;
- Have been registered as a full-time student during the preceding academic year;
- Intend to return to school on a full-time basis during the next academic year;
- Be a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- Be a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act and;
- Be legally entitled to work according to the relevant provincial / territorial legislation and regulations.

The Yellowstone to Yukon Conservation Initiative is an equal opportunity employer. ***Y2Y strongly encourages aboriginal students and students who are members of a visible minority to apply.***

LOCATION:

The position will be based out of the Canmore, Alberta office. Working remotely some days from a nearby city (Calgary, Cochrane) may be considered.

HOURS OF WORK AND SALARY:

This is an eight-week position with a flexible start date between Jun 4, 2018 and July 9, 2018, ending by Aug. 31, 2018. The salary is \$16 per hour for a 30-hour work week. Hours and days of work are somewhat flexible.

TO APPLY:

We will continue to accept applications until the position is filled. No phone calls please. Only those candidates selected for an interview will be contacted.

SEND BY E-MAIL:

A cover letter and a resume with title formats as follows:

“(Last Name) (First Name)” – ORI Cover and “(Last Name) (First Name)” – ORI Resume

Email: catherine@y2y.net

Attention: Catherine Pao, Finance and Human Resources Manager

Subject: “Your Name” – Application for Y2Y Outreach and Research Intern

Y2Y thanks all applicants for their interest.