

Internship Portal How-To-Use Guide

Definition of terms:

Organization – The organization hosting the internship; may be Not-for-profit, Government, Academic Institution, or a Community Organization

Location – Reporting location of the internship’s main offices; if field work is part of the position this may occur offsite

Age Group – Details if the position is limited to: High School, College Undergraduate, or Graduate students

Pay – Whether the internship is Unpaid, Paid (hourly, stipend, or salary), or College Credit

Due Date – Date of when the application is due

Duration – A short classification of the timing of internship (Spring, Summer, Fall, Winter, Seasonal, or Full-time)

Seasonal – Occurring in any season, dependent on a specific timespan and application period

Position Keywords – A short classification of the type of work that will be done; Clicking on the keywords opens a direct link to the organization’s internship posting

To help you better understand the different types of positions available in the region, we have curated a list of keywords that describe the various positions that you may see on this list. Below are definitions to each of the keywords that you may see.

Communications and Outreach – This type of work may involve creating content (such as videos, writing, graphic design), posting to social media, or going out in person to spread information.

Community Engagement or Advocacy – This refers to organizing, engagement, and equity work, often involving working directly with individuals or groups.

Conservation – Any work pertaining to preserving natural resources and the environment.

Education – Work that may include leading hands-on environmental programs, developing educational resources, lead/guide educational programs.

Field Work – Work that occurs “in the field” meaning days spent outdoors, often involving physical activity and exposure to weather.

Lab Research – Research that occurs in a (typically indoors) laboratory, and might involve handling of specimens and chemicals.

Policy and Law – Work that engages local, state, and/or federal laws. This may include research or writing projects, learning about regulatory processes, and/or meeting with elected officials.

Professional Development – Training that may include staff perspective on careers, career panels, assistance with college/graduate applications, career exploration opportunities, and/or mentorship opportunities with staff.

Project Coordination or Management – This work will provide experience with guiding a team's work to complete a project, often tracking daily tasks required to progress a project smoothly.

Scientific Research – This may involve either lab research or field research to collect data relating to a research question, as well as data collection and data analysis.

Scientific Writing – This training will coach interns in a specific technical writing style, involving synthesis and communication of data and research.

Stewardship Engagement – This work may include learning how to manage types of natural land, and projects such as: habitat restoration, invasive species control, or promoting sustainable use of resources

How to use the tool:

1. Each internship opportunity is featured on the horizontal plane, beginning with “Organization,” and followed by six other descriptor columns
2. The hyperlink to access the specific internship listing directly from the organization is in the “Keywords” column. This is where you will want to click to learn more about the position and how to apply directly from the organization’s webpage.
3. You may simply scroll through the complete list of internships, with no filters or specific searches, or there are a few options for specifying the selection
 - a. In the top left-hand corner, you can first select a specific “Age Group” that you want to filter the internships by
 - b. You may also select whether you want internships that are Paid, Unpaid, or offer College Credit
 - c. You may filter by both options at the same time, and once done, click the green “Reset” text to clear
 - d. On the top right-hand side of the tool, there is a search box, which you can use to search for specific words. Consider words that may be found in the other descriptor columns such as Locations, Durations, Organizations, and Keywords.
 - e. Simply erase the search box to clear the internships pulled up for that specific search