

Title of Position: Forestry Intern

Approximate Hours a Week: negotiable, suggested 5-10 hrs/week

Compensation: \$14/hour

Supervisor: Liz Jackson jackson@purdue.edu

The Indiana Forestry & Woodland Owners Association, a statewide nonprofit and Walnut Council, a national nonprofit, both for private woodland owners, is seeking an intern to support the organizations' efforts.

This person will be responsible for updating a statewide database of consulting foresters, developing the content and editing for a print and web-based publication, and distribution of the final product to conservation organizations. Responsible for all facets of publication including cover art, images, new and existing content, and communications with the layout specialist and the printer.

Other duties will include updating member databases, handling incoming correspondence and dues, preparing mailings, event planning and promotion, website updates, social media, and other projects as assigned.

Recommended:

- Knowledge of Excel and Word
- Experience updating WordPress preferred but not required
- Attention to detail is necessary to create a high-quality product
- Social media: experience with Facebook helpful

No application deadline, prefer to start late August/early September.

To apply, e-mail interest to Liz Jackson, jackson@purdue.edu or call 765-496-5013.