



the Jane Goodall Institute

## Career Opportunities

The Jane Goodall Institute is currently seeking applicants for the following position:

### Position Title

Intern - Outreach, Engagement, and Membership Support

### Department

Jane Goodall's Roots & Shoots

### Reports To

Program Coordinator, Jane Goodall's Roots & Shoots

### Location of Employment

United States (Remote or Washington, DC Metro Area)

### Position Summary

Interns will be encouraged to explore all areas of focus listed below.

#### ***Writing, Online Journalism & Social Media***

The basis of communication with the Roots & Shoots network is through our vibrant and dynamic website, [www.rootsandshoots.org](http://www.rootsandshoots.org). Creating content that's meaningful for our membership, and reporting on the impacts of their projects is important for attracting new members, and maintaining current membership. Interns can expect to write copy for blog and email communications with the Roots & Shoots network and work collaboratively to edit and polish writing style and form.

The social media landscape is constantly evolving. Interns who work in this area will help support the Institute's efforts to distribute content and engage users on social media networks such as Facebook, Twitter and Instagram. In addition, interns will also help gather analytics on efficiency and engagement in the Institute's social media efforts, as well as growth and reach in subscribership.

#### ***Graphic Design and New Media***

In today's world, visuals are key to catching and maintaining people's interest. For nonprofit organizations visuals are even more important as we're competing for attention with a vast diversity of causes and charities that individuals can support. Interns who work in this area will help create infographics, graphics for web pages, e-newsletters, blogs and print materials.

#### ***Education - Curriculum and Resource Management, Educator Support, & Member Engagement***

Interns will update current resources, adapt them to specific audience groups and create new resources, analyze data and create reports, communicate directly with members, help facilitate our online training course (summer interns) and support the needs of our participating Roots & Shoots educators around the country.



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## **Youth Leadership**

The National Youth Leadership Council is a group of high school students around the country who are trained to serve as mentors to Roots & Shoots members and who serve as the youth voice of the Jane Goodall Institute. Interns will encourage and engage these youth leaders via virtual platforms, research and schedule professional development webinars, help moderate bi-weekly evening webinars, and stay on the cutting edge of how young people communicate by monitoring existing communication platforms and implementing new platforms.

## **About JGI**

Founded in 1977, the Jane Goodall Institute continues Dr. Goodall's pioneering research on chimpanzee behavior — research that transformed scientific perceptions of the relationship between humans and animals. Today, the Institute is a global leader in the effort to protect chimpanzees and their habitats. It also is widely recognized for establishing innovative community-centered conservation and development programs in Africa, and Jane Goodall's Roots & Shoots, the global environmental and humanitarian youth program, which has groups in more than 120 countries. For more information, please visit [www.janegoodall.org](http://www.janegoodall.org).

## **Qualifications**

Ideal Candidates for an Internship at JGI will:

- Be enrolled in or have graduated from an accredited University;
- Have an interest in engaging youth to improve their local environment and the quality of life for people and animals;
- Have excellent writing and interpersonal skills, along with the ability to handle multiple projects simultaneously with a high level of attention to detail;
- Be a flexible, curious, independent quick learner with a go-getter attitude
- Enjoy meeting and talking with members/colleagues and responding to inquiries in a positive manner through email messages and phone calls; and
- Be able to work independently and as a part of a team, including with other team members who work remotely.

## **Work Environment**

Interns may choose to work remotely from a home-office or similar work environment or out of the Jane Goodall Institute's USA headquarters office in Vienna, VA. The UESA headquarters office is a corporate style office and cubicle type environment.

## **Hours and Schedule**

Internships with the Roots & Shoots program vary depending on scheduling and scope of involvement. Full time internships and part time internships are available, 9 a.m. to 5 p.m., Monday-Friday. Flexibility is available for exact times of day and amount of hours per week. A minimum of 10 hours per week for three months is required.



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## **Supervision / Mentoring**

JGI staff work collaboratively in teams, and on independent projects. Interns are a part of the Roots & Shoots team and responsible for completing tasks based on project goals and deadlines. A team member will be assigned to each intern as a mentor for the duration of their experience with JGI to ensure that they have all of the resources they need, and that the experience is as valuable as possible for both the intern, and for JGI.

## **Compensation**

The position is unpaid, but academic credit can be arranged. With an internship program focused on independent study and work, intern experiences with JGI generally serve well in university course systems, and many schools welcome students to use their experience as an opportunity to earn credit toward their undergraduate or graduate degrees.

## **Other Notes/Application Details**

Applicants must be citizens or permanent residents of the United States.

JGI staff empower interns to participate on many levels in a friendly, productive, team-based work environment.

## **Non-Discriminatory Policy**

JGI's commitment to equal employment opportunities and the value of diversity is an essential part of our business practices and principles. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at JGI will be based on merit, qualifications, abilities and eligibility to work in the United States. JGI's employees are treated without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, physical and mental disability, marital status, veteran status, or any other characteristic protected by applicable state, local, and federal laws. This employment opportunity philosophy applies to all aspects of employment with JGI including recruiting, hiring, training, transfer, promotions, job assignments, benefits, compensation, discipline, dismissal, educational assistance, and social and recreational activities.

JGI complies with applicable state and local laws governing non-discrimination in employment in every location in which JGI has facilities. JGI will not tolerate discrimination or harassment based on race, color, religion, gender, sexual orientation, gender identity, national origin, age, physical and mental disability, marital status, veteran status, or any other characteristic protected by applicable state, local, and federal laws.

## **Application Instructions**

[Click here to submit your application](#) where you can upload your cover letter, resume and in addition, so that we may get an idea of your writing style, please write and upload 350 - 500 words on a problem in the world that you are passionate about, and a recommendation for solving it. Please, include your work areas of interest in your cover letter.



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### **Application Deadlines**

Applications for spring, summer, and fall internships will be reviewed on a rolling basis. It is advised to submit an application at least 2-3 months ahead of your desired start date.

### **Contact**

Any questions can be addressed to Adrienne Bermingham at [abermingham@janegoodall.org](mailto:abermingham@janegoodall.org). No phone calls please.