



## Part-time Internship Strategic Planning

The Satilla Riverkeeper is a member supported, 501(c)(3) non-profit organization dedicated to protecting, restoring and educating about the beautiful and unique Satilla River. The Satilla River is a blackwater coastal river located in Southeast Georgia, with the office stationed in Nahunta, GA (Brantley County). We advocate for the right to swimmable, fishable, and drinkable waters for all to enjoy.

Satilla Riverkeeper is seeking a motivated and skilled intern to assist the Executive Director in updating and revising the organization's strategic plan. The intern will assist in gathering and analyzing stakeholder input, as well as in crafting the final product of a 3-5 year strategic plan. The intern will also have the opportunity to engage in other projects as time and interest allows.

This opportunity will be both demanding and rewarding. The intern will obtain real-world experience in nonprofit management, strategic planning, and stakeholder engagement. We seek an individual with a sincere interest in learning about nonprofit management or interest in promoting awareness of the Satilla River and issues facing the river.

Responsibilities include, but are not limited to:

### **Stakeholder Input**

- Assist in designing stakeholder survey, based on SWOT analysis
- Assist in planning in-person stakeholder meetings throughout the watershed
- Analyze and organize stakeholder feedback

### **Create Strategic Plan**

- Review current strategic plan, and research examples of other strategic plans
- Assist in revisions to plan based on stakeholder feedback and SWOT analysis
- Assist with formatting and design of final product

### **Preferred Qualifications:**

- Independent worker, who is self-motivated, detail-oriented, and organized.
- Excellent written and oral communications skills, ability to communicate effectively with people of a wide range of ages and backgrounds.
- Working knowledge of business management, or preferably nonprofit management.
- Takes initiative without being asked, predicts and prevents problems, meets deadlines.
- Team-player willing to contribute to a positive, yet professional, working environment in a mission-driven organization.
- Knowledge of watershed concepts, environmental policy, natural history, or ecology of southeast Georgia, or interest and ability to learn.

**Compensation:** This is an **unpaid internship**. Course credit available, if facilitated by student. Some professional development opportunities may be available. Reimbursement for work related expenses, as approved by ED. Telework options available.

**Time Commitment:** About 10-20 hours a week, flexible hours, requiring some work on evenings and weekends. Schedule to be set/approved by Executive Director. Internship will start in May 2019, and end in August 2019. There may be an opportunity to extend the internship beyond August.

**To apply,** please send resume, cover letter explaining why you would be a good fit, and a list of at least two references to Laura Early at [riverkeeper@satillariverkeeper.org](mailto:riverkeeper@satillariverkeeper.org)

Please visit [www.satillariverkeeper.org](http://www.satillariverkeeper.org) to learn more about the organization, and direct any questions to Laura Early, Riverkeeper and Executive Director at [riverkeeper@satillariverkeeper.org](mailto:riverkeeper@satillariverkeeper.org), 912-462-5094.

***Our Non-Discrimination Policy:***

It is the practice of Satilla Riverkeeper in all aspects of employment, including but not limited to hiring, training, promotions, salaries and benefits, and disciplinary actions, to treat all employees without discrimination based on race, religion, color, political affiliation, disability, national origin, sexual orientation, gender or age, except where gender or age is a bona fide occupational qualification.



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