



INTERNSHIP DESCRIPTION

POSITION TITLE: Urban Wood Rescue Internship-Marketing & Sales (Unpaid)

DEPARTMENT: Urban Wood Rescue

REPORTS TO: Urban Wood Rescue Program Manager

Duration of internship: Approximately 3 months

Number of positions: 1-2

Number of hours/week: Weekly commitment of 8 to 24 hours, weekend availability preferred

Approximate start date: TBD

POSITION SUMMARY: The Urban Wood Rescue Marketing and Sales Intern works to support the Urban Wood Rescue Program's new specialty lumber retail operations. The intern will assist with marketing and sales activities, including: educating customers about the urban wood movement and social/environmental benefits of the program, providing customer service, assisting with social media and other marketing initiatives (such as event planning), developing and maintaining customer relationships, developing storytelling opportunities around our lumber, answering phone calls, merchandising products, and giving tours of our Urban Wood Rescue yard. Interns should expect to work in both office and outdoor environments.

We are looking for applicants who are personable, kindhearted and patient, excited by what we're doing/willing to share their excitement with others, mission-driven (e.g., interested in sustainability, etc.), and happy to spend time with customers as they're walking through our yard and looking at our products. The Urban Wood Rescue Marketing and Sales Intern will be part of a team of staff and volunteers who are working hard and having fun while building an exciting new program.

POSITION REQUIREMENTS:

EDUCATION: Some education in urban forestry, environmental science/studies, business, marketing or related field is helpful.

EXPERIENCE: Prior experience with non-profit organizations is helpful.

SKILLS: Excellent communication skills; Must be proficient in Microsoft Word, Excel, and Outlook; Must be able to use iPads and iPhones with relevant applications; Knowledge of urban forestry practices, lumber or tree care industries helpful but not required; Valid driver's license ideal but not required.

TEMPERAMENT/SOFT SKILLS: Must have a good sense of humor and an ability to get along with a wide variety of people; Must be flexible and able to adapt to change; Must be comfortable working alone, with a team, and with volunteers; Must be able to lift 70 lbs., walk and work safely on uneven terrain, perform repetitive movements for extended periods of time, and work outside in all weather conditions for extended periods of time; Must be organized, dependable, and able to follow directions and work under minimum supervision.; Must be comfortable working in an organization dedicated to protecting natural resources through direct advocacy and community engagement.

WORKING CONDITIONS: This is a volunteer, unpaid internship based at the Urban Wood Rescue Yard located at Depot Park (16 Business Park Way, Sacramento, CA 95828).

THE INTERN WILL RECEIVE:

- Orientation from the Sacramento Tree Foundation
- Training on Urban Wood Rescue Program mission, special tools and equipment, milling lumber, and more
- Hands-on, direct experience contributing to the outcomes of the Urban Wood Rescue Program, including experience with utilizing a variety of tools and equipment and learning the various aspects of a non-profit organization
- Exposure to urban wood rescue network and resources
- Certificate of Completion or Letter of Recommendation upon successful completion of the internship
- Scholastic internship credits, as desired and approved by your school
- Our gratitude and thanks!

MISSION STATEMENT:

The Sacramento Tree Foundation is a community benefit organization working to build healthy, livable communities in the Sacramento region by growing the best urban forest in the nation.

THIS DESCRIPTION DOES NOT CONSTITUTE AN OFFER OF EMPLOYMENT

To apply, please email your resume and cover letter to volunteer@sactree.com with the subject line "Urban Wood Rescue Internship Application".

For more information, contact our Volunteer Engagement Coordinator at 916-974-4310 or volunteer@sactree.com. Please include "Urban Wood Rescue Internship" in your subject line.