



# Palouse-Clearwater Environmental Institute

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## **PCEI Project Leader Intern**

### **Internship position description:**

The PCEI Project Leader Intern will help PCEI staff engage and lead community members in events and activities that fulfill PCEI's mission. These activities and projects may include but are not limited to: watershed restoration work, tree planting, weeding, and trail building. The main role of the Project Leader however is to recruit, train, and implement these volunteer projects while engaging the volunteers. Training on how to implement the specific tasks will be given beforehand on site.

### **Responsibilities:**

- Assist in the preparations for PCEI events involving watershed restoration, stream clean-ups, Nature Center projects, and PCEI celebrations
- Participate in outreach opportunities through emails, postcards, fliers, phone calls, or meetings
- Facilitate volunteer events at PCEI restoration sites, Rose Creek Nature Preserve, the PCEI Learning Nursery, the PCEI Nature Center Campus, and other event sites
- Lead volunteers in care and maintenance of the PCEI Learning Nursery including: plant propagation, plant watering, weeding, potting, and mulching.
- Lead volunteers in habitat restoration activities including: site maintenance, fencing installation, planting, weeding, and erosion control implementation.
- Lead volunteers in various indoor projects such as putting together mailings, research, data entry, art projects, etc
- Lead volunteers at PCEI celebrations in event set-up, serving food, ticketing, etc
- Help to accurately record information on volunteer events
- Facilitate appropriate service work projects for people of all ages and abilities

### **Preferred Qualifications:**

- Committed to serving the needs of the community and the environment
- Ability to work well independently and as part of a group
- Experience and willingness to be prepared to work in different weather conditions
- Excellent verbal and written communication skills

### **Schedule:**

This position will last a minimum of 3 months (Mar-May), with an 8-10 hour work week commitment. Availability on some Saturdays is required. This is a volunteer position.

### **For more information:**

Heather Huston, Program Coordinator, at 882-1444 or <heather@pcei.org>

*The Palouse-Clearwater Environmental Institute (PCEI) is a grassroots organization working on regional conservation and environmental issues. Since 1986, we have worked to increase citizen involvement in decisions that affect our region's environment through watershed restoration, education and sustainable living programs.*

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*"connecting people, place and community"™ since 1986*