

**Organization:** Audubon Society of the Capital Region

Audubon Society of the Capital Region (ASCR) is the local chapter of the National Audubon Society, dedicated to the protection, conservation and enjoyment of birds, wildlife and the environment in the Capital Region of New York State. Our mission is to conserve and restore natural ecosystems, focusing on birds, other wildlife, and their habitats for the benefit of humanity and the earth's biological diversity.

Our 2018 priorities include:

- Expanding and engaging local member and volunteer network
- Develop programs and training materials for volunteer training and educational events
- Maintain our ongoing conservation projects

**Job Title:** ASCR Volunteer and Membership Intern

**Overview:**

ASCR seeks a volunteer and membership intern to complete:

- Data entry and database development
- Draft presentations for volunteer and educational events
- Participate in conservation event planning and set up

**Qualifications:**

- Resident or student actively attending a College or University within Schenectady, Saratoga, Rensselaer, or Albany Counties
- College sophomore standing or higher; upperclassman or graduate students preferred
- Regular communication via email or phone with ASCR's President and Vice President
- Ability to attend some evening and weekend events
- Microsoft Office Suite with Access Database experience preferred
- Environmental conservation background or interest
- Access to reliable transportation to events around the Capital District is required

**Job Details:**

- Salary: \$1500 stipend per semester
- Schedule: Variable, approximately 10 hours/week. Attendance at ASCR board meetings first Thursday of each month is expected.
- Location: Remote (there is no central ASCR office). Attendance at various events around the Capital Region will be required.
- Expected start date: September 15<sup>th</sup>, 2018

**To Apply:**

Email resume and cover letter to Rebecca Allmond at [president@capitalregionaudubon.org](mailto:president@capitalregionaudubon.org) by September 1, 2018.