



Special Projects Internship

Internship Summary

Do you want an internship that will immerse you into the everyday workings of a successful, land conservation non-profit? This 12-month experience with the Allegheny Land Trust (ALT) will teach you about land conservation, volunteers, land management, nonprofits and much more. With months to get to know our staff, our beautiful conservation areas and your responsibilities, you will have significant hands-on experiences and become a vital member of the ALT team.

The Special Projects Intern will work directly with the President and CEO to focus on special projects and strategic initiatives that will advance the work of ALT. The intern will work to solve problems plaguing the nonprofit industry or work on social enterprise opportunities that ALT ought to pursue. Potential projects may include developing a plan and strategy for a new ALT program, exploring new program ideas, researching state and national land trust best practices, writing a business plan for a new social enterprise which will benefit our mission or focus on other unique ideas developed by the intern.

Primary Duties and Responsibilities

- Work independently to explore, research, analyze and report on various findings related to each special project, including but not limited to, the uniqueness of the project, best practices, competitors, market demand and profitability
- Report on the strengths, weaknesses, opportunities and threats related to a particular project and its overall benefits to ALT
- Present to partners and stakeholders about the project idea and communicate feedback to ALT team
- Draft concept papers to be used for project buy-in and funding requests
- Assist ALT staff as needed



Requirements and Basic Qualifications

- Must be available for entire 12-month period
- Preferred candidate will be pursuing a degree in business management, public administration, nonprofit management or a related field
- Excellent public speaking, communication and organizational skills
- Ability to work independently and as part of a team
- Must have creativity, imagination and an interest in creating positive change
- Availability to work some evenings and weekends
- A valid driver's license and transportation (gas expenses are reimbursed at the federal per diem rate)

ALT Background

Our mission is to serve as the lead land trust conserving and stewarding lands that support the scenic, recreational and environmental well-being of communities in Allegheny County and its environs. We help local people save local land for future generations. We do this to preserve quality drinking water, protect critical ecosystems and wildlife habitat and to provide passive recreational opportunities to enhance healthy lifestyles. ALT was established in 1993 and has protected over 2,000 acres in Allegheny and Washington counties. We have eight full-time and 12 part-time staff and 16 Board members.

Title: Special Projects Intern

ALT Headquarters: 416 Thorn St., Sewickley, PA 15143

Hours: This internship is 12 months in length with a blend of part time, credit earnings and a full time, paid position.

September to December – 10-15 hours per week for credit and/or non-paid experience

January to May – 10-15 hours per week for credit and/or non-paid experience

June to August - 37.5 hours per week paid experience

Supervisor: Chris Beichner, President & CEO

To Apply: Submit cover letter, resume and three references to Chris Beichner, President & CEO at cbeichner@alleghenylantrust.org with “Special Project Internship” in the subject line.

ALT is an equal opportunity employer and follows affirmative action policy.

