



Notice of Internship

Title:	Education Internship
Location:	Duke Farms, Hillsborough, NJ
Reports to:	Education Manager
Status:	Seasonal Internship
Suggested Field(s) of Study	Education, Environmental Education, Environmental Science, Ecology, Human Ecology, Recreation

Duke Farms is a leader in environmental stewardship and inspires visitors to become informed stewards of the land. It is a place of education, enjoyment and research that enhances the environmental health of the region.

Through the beauty of its natural setting, the diversity of its wildlife, and the scope and quality of its educational programs, demonstrations and research, Duke Farms inspires people to transform their approach to conservation and to start building a more sustainable future.

INTERNSHIP PROGRAM OVERVIEW

Duke Farms offers several internships for individuals interested in pursuing careers in conservation, natural resources, parks management, environmental education, historic site management, and trades. Internships are open to adults over 18 years of age, including recent graduates, experienced individuals, and those looking to obtain new skills.

Internships with Duke Farms provide education, training, and practical work experience to prepare interns for a career in their respective field, while also gaining valuable skills such as communication, working with a team or cohort, problem solving, and non-profit professionalism. Compensation is \$15/hour and housing may be available on a case-by-case basis.

JOB SUMMARY

The Education Intern is a member of the Duke Farms Programs Team who works to engage the public with hands-on stewardship or educational activities, primarily through guiding experiences, educating visitors on stewardship principles and natural resources, and taking the initiative to meet and exceed visitor needs with the guidelines established by Duke Farms. The Education Intern will also have the opportunity to assist in the development of educational opportunities for diverse audiences.

ESSENTIAL INTERNSHIP FUNCTIONS

- Assist in the accomplishment of educational goals and objectives;

- Educate visitors on property regulations, stewardship principles and conservation initiatives at Duke Farms, both in person and virtually;
- Provide accurate information, support materials and useful recommendations regarding the programs, property, facilities and mission of Duke Farms;
- Facilitate orientations for groups that visit Duke Farms;
- Collaborate with Duke Farms’ staff to enhance visitor experiences;
- Assist with the development and coordination of educational opportunities including, but not limited to, discovery carts, education gallery exhibits, and outdoor displays, pop-up stations, Distance Learning Portal resources and virtual programs;
- Provide visitor services with assistance in answering and directing incoming phone calls, assisting visitors with directions and navigation throughout Duke Farms, and maintaining organization and cleanliness of public areas;
- Comfortable working with Zoom and in various indoor and outdoor settings;
- Represent Duke Farms proudly and professionally at all times;
- Perform other related work as required;

QUALIFICATIONS

- 1-2 years of experience in an education field;
- Knowledge and interest in environmental stewardship, natural resource conservation, environmental science, and/or ecology and familiarity with Duke Farms or other similar natural areas;
- Strong attention to detail, high organizational abilities and communication skills;
- Strong computer and internet skills with a high level of experience in Microsoft Word, Excel, and Outlook and ability to learn to utilize new programs;
- Ability to work a flexible schedule that includes weekends and occasional evening, weekend, and holiday hours;
- Self-motivation with team player mentality and ability to work cooperatively with others;
- Good judgement to solve problems and make decisions independently;
- Ability to create unique and creative educational materials under guidelines and timelines;
- Comfortable speaking with varied audiences in assorted venues (in person and virtually) while recognizing individual learning needs;
- Ability to work comfortably outdoors and to carry materials and equipment necessary for educational opportunities for set up and execution;
- Love of learning and demonstrated efforts both formally and informally;
- Possess a valid driver’s license and clean driving record;

- Ability to take direction and ask questions as necessary;
- Ability and genuine enthusiasm in embracing Duke Farms standards of diversity and equity;

HOW TO APPLY

Send resume with cover letter to interns@dukefarms.org. Include your last name followed by “Education Intern” in the subject line.

No phone calls or in-person applications, please.

The Doris Duke Charitable Foundation is committed to inclusive hiring and dedicated to diversity in its work and workplace culture. We provide equal opportunity for employees and applicants in all aspects of the employment relationship, without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, citizenship, marital status, military or veteran status, disability, age, religion, or any other classification protected by law; and we strongly encourage candidates of all identities, experiences, orientations, and communities to apply.