South Gifford Pinchot Collaborative (SGPC) Project Development Intern

Organization: The South Gifford Pinchot Collaborative (SGPC) (http://www.southgpc.org/) is a community-based collaborative that works with the Gifford Pinchot National Forest in southwest Washington state. Our members range from retired Forest Service employees to environmental and conservation entities to timber mill representatives to community organizations and County Commissioners. We strive to improve the health of the forest while improving the economic health of our communities.

SGPC works with the Gifford Pinchot NF on projects on their 10 Year Action plan and forest restoration projects. We advise during the NEPA process and/or are pro-active in moving projects forward by receiving grant funding to work on areas ahead of the Forest Service schedule. Our involvement assists the Forest Service and increases capacity in the number of Stewardship Sales that are offered to the public. Stewardship Sales generate retained receipts, which are used forest wide for restoration projects such as meadow and fish habitat improvement, road improvement or decommissioning, and countering invasive species.

Internship location: Most of the work will be done remotely. However, attendance at monthly meetings to gain rapport with the collaborative is necessary. An initial in person meeting with the collaborative coordinator and Steering Committee is also necessary. The Intern and coordinator will have weekly progress checks via email and phone calls. Location of monthly meetings is in Stevenson, Washington, an hour from downtown Portland.

Internship Description:

The intern will report to the Collaborative Coordinator and assist in implementing logistics of a variety of multi-faceted tasks and activities. Work will focus on aiding the coordinator in moving SGPC to the next steps of collaboration by developing essential tools (noted below under responsibilities). The Project Development Intern would work with the Coordinator, sub-committees of the collaborative, independently and possibly with Forest Service staff. There is opportunity for the intern to pursue areas of interest that may not be captured in this description. As the intern becomes knowledgeable about collaboration, SGPC and the GPNF, they may recognize other possible tools or ideas that would aid collaborative development and progress.

During the first few months of the internship, in order to learn the culture of collaboration, the intern will spend the majority of their time learning about collaboration, the South Gifford Pinchot Collaborative and the Forest Service. They will attend SGPC meetings, field trips, other Pacific Northwest collaborative group meetings, research the intent of natural collaboration and Forest Service directives as they apply to the Gifford Pinchot National Forest.

Primary Responsibilities, Special Projects:

The Project Development Intern will work with guidance from the coordinator and Steering Committee. The intern will play a significant role in the development and completion of the following tasks:

- Researching potential funding sources, drafting appropriate grant applications
- Developing marketing package to seek fiscal sponsorship
- Researching logistics of 501 (c) 3 status for collaborative; initiate applications
- Assisting the Steering Committee in developing a Memorandum of Understanding with the Forest Service
- Aiding collaborative committee in developing a guiding principals document
- Developing a multi-party monitoring protocol by reviewing/utilizing existing documents

Additional responsibilities may include:

- Assisting the collaborative coordinator in monthly meeting logistics
- Establishing a tracking tool for in-kind and volunteer contributions and other organizational logistics
- Researching new projects and opportunities
- Updating website; creating newsletter
- Assisting in various projects as assigned

Learning Outcomes

As a result of working with the South Gifford Pinchot Collaborative, the intern will develop skills in collaborative governance, operations and rapport building, working with volunteers, meeting organization and facilitation,
communication, problem solving, project development.

Knowledge will be gained in: natural resource management; National Forest system multi-purpose management and associated issues; diversity of interests in collaborative stakeholders.

Skills Required

• Be a currently registered and enrolled graduate student at Portland State University (you must be registered and enrolled for the duration of the internship)
• Have demonstrated experience with project management
• Interest in collaborative natural resource management
• Interest in mission of the South Gifford Pinchot Collaborative
• Ability to learn quickly
• Have clear and articulate writing skills
• Have strong interpersonal and communication skills
• Be self-motivated; have an ability to work with minimum supervision; research available collaborative tools
• Be competent with Microsoft Office (Word, Excel, PowerPoint, and Publisher), Google Apps

Additional Preferred Qualifications:

Knowledge of National Forest System
Knowledge of the role of collaborative groups that work with National Forests

Time commitment per week: Part-time; approximately 12 hours per week

Duration of Internship: July 2015 – June 2016 (possible extension to June 2017)

Deadline to apply: Open until filled. For best consideration, submit your application no later than Friday, June 19, 2015.

Compensation: $1500 per term (prorated for number of days worked). This position is being funded through the generous support of donors and the Institute for Sustainable Solutions to the Sustainability Internship Program (http://www.pdx.edu/sustainability/sustainability-internship-program) to support student career pathways in sustainability.

To Apply:

This position requires current enrollment as a PSU graduate student (you must be registered and enrolled through June 2016). To confirm that you are formally admitted and enrolled, please email your full name and student ID to vancem@pdx.edu. Please specify the name of the internship in the subject line. Once your status is confirmed, you will receive the full application instructions via email. You may call 503-725-4972 with any questions.