



## **PROGRAMS INTERN**

Keep Texas Beautiful (KTB) is a statewide 501(c)(3) nonprofit organization with a mission of educating and engaging Texans to take responsibility for improving their community environment. Founded in 1967, KTB works with almost 400 affiliate organizations from around the state in the areas of litter prevention, beautification and waste reduction. Keep Texas Beautiful is an affiliate of Keep America Beautiful.

### **SUMMARY OF POSITION**

KTB seeks a summer Programs Intern to support our affiliate programs, communications and resources. The Programs Intern also works with mission-related organizations to create and expand statewide partnerships and with the Texas Department of Transportation on execution of a litter prevention contract. This is an excellent opportunity for a self-starter with exceptional organizational and communication skills, including public speaking, who is eager to gain experience in all aspects of nonprofit management. The Programs Intern reports to the Program Manager. The position is based in Austin, Texas.

### **JOB DUTIES**

- Collaborate with Program Manager on implementing comprehensive outreach plan.
- Enhance youth programming, including TEKS-aligned Waste in Place curriculum.
- Support statewide clean-up and beautification programs and events by developing and providing materials and resources to affiliate.
- Support pass-through grant programs, including the Green Bag Grant and Native Garden Grant.
- Participate in planning and execution of annual conference for affiliate communities; assist with developing educational sessions and organize award ceremonies.
- Work with Program Manager to develop a personal project that embodies the mission of KTB and builds on current programming.
- Assist in collecting, analyzing and disseminating program results. Assists in evaluation of current programming.
- Attend KTB webinars and regional trainings as available.
- Maintain current knowledge of relevant current events, legislation, and other information.
- Performs other duties and assist Communications team, as assigned.

### **MINIMUM QUALIFICATIONS**

- Currently enrolled in (or recently graduated from) a degree program in non-profit management, environmental science, environmental education, political science/government, communications, public affairs, or related field of study.
- Proficiency in Microsoft Office suite, including Word, Excel, PowerPoint, and Outlook.
- Must be able to follow oral and written instruction. Strong written and verbal communication skills and excellent organizational skills required.
- Ability to stay on task with little supervision.
- Demonstrated interpersonal skills. Must display a high level of customer service skills and a positive and professional attitude.

### **PREFERRED QUALIFICATIONS**

- Interest and experience working with environmental issues and/or in a non-profit setting.
- Familiarity with Salesforce and FormAssembly.
- Spanish fluency a plus.

KTB is an Equal Opportunity employer. We strongly encourage members of traditionally underrepresented communities to apply, including people of color, LGBTQ identified people, gender-nonconforming people, individuals with disabilities, veterans, and people who speak a language in addition to English.