



## INTERNSHIP PROGRAM

The New Canaan Nature Center is an environmental education center and sanctuary dedicated to helping people of all ages better understand, appreciate and care for the world of nature. An internship program is available throughout the year and is designed to provide students and recent graduates a real-life working experience in fun and fast-paced environment.

### **Time Commitment:**

Internship start and end dates are flexible but are expected to last approximately 12 weeks. Interns must work on site for a minimum of 10 hours per week and will be assigned a New Canaan Nature Center staff member as supervisor. Interns who do not comply with the time requirements will be dismissed from the internship program and notification will be sent to your internship program instructor or professor.

### **Internship Credit:**

Internship is For Credit only. Students who wish to receive course credit must arrange this through their college or university. Your college internship program criteria must be submitted with your application.

**Application Procedure:** Candidates must submit the following information to be considered for an internship:

1. Internship application
2. College transcript (unofficial is acceptable)
3. College internship program criteria
4. Resume

All application materials must be submitted together. Applications missing any component listed above will not be reviewed.

### **Mail, fax or email application materials to:**

Nancy Gamerman  
144 Oenoke Ridge  
New Canaan, CT 06840  
Fax: (203) 966-6536  
Email: [ngamerman@newcanaannature.org](mailto:ngamerman@newcanaannature.org)  
For questions call (203) 966-9577 x20

If called for an interview, the candidate must bring a portfolio of work and be prepared to discuss the projects represented with multiple members of the Nature Center staff.

### **Deadlines to Submit Applications:**

Summer	April 15
Fall	August 15
Winter / Spring	December 15



# New Canaan Nature Center

144 Oenoke Ridge  
New Canaan, CT 06840-4198  
Tel (203) 966-9577  
Fax (203) 966-6536  
www.NewCanaanNature.org

## INTERNSHIP APPLICATION

Date \_\_\_\_\_

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Social Security Number \_\_\_\_\_

Do you have a valid Driver's License?  Yes  No State \_\_\_\_\_

Are you a U.S. Citizen  Yes  No If no – do you have a Student Visa?  Yes  No

I agree to submit to a criminal background check.  Yes  No

Degree \_\_\_\_\_

School \_\_\_\_\_

Expected Graduation Date \_\_\_\_\_

Internship Program Instructor / Professor \_\_\_\_\_

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

### Please check the internship you are applying for:

Marketing/Public Relations  Visual Communications  Digital Media

### Please check the semester(s) you are applying for:

Fall 07  Winter/ Spring 07  Summer 07

### How many hours are you available per week?

10 – 20  20 – 30  30 – 40

What are the specific dates you are available? \_\_\_\_\_

### What days are you available?

- |                                    |                                   |                                     |
|------------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Monday    | <input type="checkbox"/> Mornings | <input type="checkbox"/> Afternoons |
| <input type="checkbox"/> Tuesday   | <input type="checkbox"/> Mornings | <input type="checkbox"/> Afternoons |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> Mornings | <input type="checkbox"/> Afternoons |
| <input type="checkbox"/> Thursday  | <input type="checkbox"/> Mornings | <input type="checkbox"/> Afternoons |
| <input type="checkbox"/> Friday    | <input type="checkbox"/> Mornings | <input type="checkbox"/> Afternoons |

**Please list your previous volunteer or community service experience:**

(Date / Organization / Duties)

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**Please list the name and phone number of three references:**

(ie. professional, academic, student leadership)

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**Please tell us why this opportunity interests you and is relevant to your career path:**

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**Commitment:** Your signature below indicates your willingness to comply with the policies and procedures of the New Canaan Nature Center. It also indicates your commitment to perform your duties with honesty and integrity and to be on-time and present on the days assigned. You agree to be in immediate communication with your supervisor if, for any reason, you are unable to attend work on your assigned day or you will be late. If you fail to perform your duties and responsibilities in a competent and professional manner, you will be dismissed from the internship program and notification will be sent to your internship program instructor or professor.

Signature:

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## MARKETING / PUBLIC RELATIONS INTERNSHIPS

The New Canaan Nature Center is seeking a highly organized individual to assist with the daily operations of a small marketing team.

Duties include but are not limited to:

- Write press releases and public service announcements.
- Write articles and edit copy for publications.
- Maintain mailing and media list databases.
- Conduct comparative analysis of regional and national nature centers.
- Streamline and coordinate all NCNC program surveys and create data collection methodology.
- Assist in the coordination and marketing of program and events.
- Develop data collection processes and analysis for upcoming marketing projects.

Qualifications: Proficient in Excel and Word. Detail-oriented with high standards for accuracy. A quick learner with a self-teaching approach to investigating and solving problems. Strong written and oral communications skills with the ability to work well with a team. High ethical and professional standards and values.

For more information contact:

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144 Oenoke Ridge

New Canaan, CT 06840

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## VISUAL COMMUNICATIONS INTERNSHIPS

The New Canaan Nature Center is seeking a talented, creative student with a strong portfolio to assist with the design of printed material to advertise environmental educational programs for adults, families and children.

Duties include but are not limited to:

- Create brochures, postcards, flyers, posters and signage.
- Develop visual concepts and illustrations for upcoming programs.
- Coordinate distribution and display of materials.

Qualifications: Proficient in InDesign, Illustrator and Photoshop. Knowledge of Dreamweaver, Go Live, or HTML skills a plus. Demonstrate high standards for creativity, accuracy and usability. A quick learner with a self-teaching approach to investigating and solving problems. Strong written and oral communications skills with the ability to work well with a team. High ethical and professional standards and values.

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## DIGITAL MEDIA INTERNSHIPS

The New Canaan Nature Center is seeking a creative student with a strong web development and design portfolio to assist with the development and maintenance of our website to make it a dynamic marketing tool for environmental educational programs for adults and children and a resource for environmental education topics.

Duties include but are not limited to:

- Develop and expand content on website using interactivity and multimedia.
- Manage the maintenance of the website and keep it current.
- Create e-newsletters and e-cards to promote programs and distribute information.
- Research local and regional websites for link exchange opportunities.

Qualifications: Good working knowledge of Dreamweaver or Go Live, and Photoshop. Knowledge of InDesign and Illustrator a plus. HTML, PHP and Javascript skills essential. Good internet researching skills. Demonstrate high standards for creativity, accuracy and usability. A quick learner with a self-teaching approach to investigating and solving problems. Strong written and oral communications skills with the ability to work well with a team. High ethical and professional standards and values.

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