



**a:** 4408 Delridge Way SW  
Seattle, WA 98106  
**t:** (206) 935 2999  
**w:** [www.dhda.org](http://www.dhda.org)

# Urban Forest Restoration Program Internship

**15 hours per week**  
**2 positions available**

*Delridge Neighborhoods Development Association is a registered 501c(3) Seattle-based not for profit organization.*

**Organization Description:** The Urban Forest Restoration Program is part of Delridge Neighborhoods Development Association, which promotes growth in the Delridge corridor by providing vital resources for all our neighbors. These resources include access to affordable housing, green space, healthy food, education, arts and culture.

**Position Description:** The Urban Forest Restoration Program Interns support the work of the Nature Team to advance the restoration of the West Duwamish Greenbelt and Longfellow Creek watershed by conducting and leading volunteer-based forest restoration efforts. This position reports to the Restoration Program Manager.

**Schedule:** The internship will run from **January 2024 to June 2024** (precise start and end dates to be determined). The ideal candidates will be available for the following work schedule:

- Tuesdays 9:00am-2:00pm
- Wednesdays 9:00am-2:00pm
- Saturdays 9:00am-2:00pm

This schedule is designed to have interns lead weekly forest restoration volunteer events, and have an additional weekday to conduct field work and complete office-related tasks.

## **Duties and Responsibilities:**

- Efficiently complete forest stewardship activities (invasive removal, native planting, and mulching) during scheduled work days, either individually or with other staff
- Supervise, motivate, educate, train and inspire volunteers to efficiently complete forest stewardship activities (invasive removal, native planting, and mulching) during habitat restoration work parties.
- Manage volunteer and program data (Salesforce and Microsoft Excel data entry).
- Complete additional work as assigned.

## **Benefits of the Internship:**

- Develop communication, leadership, group management and volunteer management skills.
- Develop and practice hands-on forest restoration and stewardship skills.

- Learn about Pacific Northwest ecology.
- Gain experience using Client Relationship Management (CRM) software, Salesforce, and CEDAR data management systems
- Gain exposure to and understanding of nonprofit operations

**Qualifications:**

- Ability to work with a wide range of volunteers, community groups, partners and staff
- Basic knowledge of Pacific Northwest ecology and/or willingness to learn
- Interest in conservation demonstrated through education or experience
- Excellent organizational skills
- Strong communication skills -- must be willing to speak in front of groups
- Physically able to work long days in adverse weather conditions
- Ability to lift 25 lbs. (tools, plants, trees, etc.) and walk in uneven terrain
- Willingness to follow up-to-date public health policies as appropriate, including physical distancing and wearing of personal protective equipment if required
- Good driving record and current driver's license
- Current First Aid and CPR certification or ability to obtain
- Positive attitude, reliable, energetic personality.

**Pay Rate:** \$19.97 per hour

**To Apply:** This position will officially open on Thursday, November 30, 2023. After that time, please submit your resume and cover letter to DNDA's Restoration Program Manager Ben Antonius at [ben@ndna.org](mailto:ben@ndna.org)

Please note that the selected candidate must submit to a background check.

*Persons of color strongly encouraged to apply*

DNDA is an equal opportunity employer. No applicant will be discriminated against because of race, marital status, sexual orientation, gender identity, political ideology, age, creed, religion, ancestry, national origin, or sensory, mental or physical disability.