



**BAYOU PRESERVATION**  
ASSOCIATION  
celebrate. protect. restore.

## **POSITION GUIDE**

**ORGANIZATION:** Bayou Preservation Association, Inc.  
**POSITION:** Resilience Workshop Intern  
**REPORTS TO:** Outreach and Special Events Manager  
**LOCATION:** Houston, Texas  
**POSITION DATES:** May 2024 – August 2024

## **ABOUT BAYOU PRESERVATION ASSOCIATION**

Our mission is to celebrate, protect and restore the natural richness of all our bayous and streams. Our vision is a network of healthy bayous, streams and watersheds. The Bayou Preservation Association focuses on four key programs to accomplish its mission: bayou appreciation, bayou citizen science, trash-free bayous, and stream corridor restoration. Cross-cutting projects and initiatives – those that address the goals of more than one program – also continue, such as the annual Symposium, public policy review and response, and communications tools. It works to increase understanding of area bayous and creeks and their watersheds, by providing educational programs, opportunities, activities, and events to engage all the region’s demographics. Bayou Preservation Association also strives to expand stewardship and stewardship opportunities to improve the health of our watersheds, creeks, and bayous. The Bayou Preservation Association’s values include science-based policies and actions, collaboration, community, and professional communications.

## **THE OPPORTUNITY**

Through support of the ExxonMobil Foundation Community Summer Jobs Program, the special events team at Bayou Preservation Association seeks an energetic and friendly individual to join our organization in a unique position. The Resilience Workshop intern will serve a critical role in launching our resilience focused workshops. The workshops will result in community volunteerism and the advancement of climate resilient strategies at the neighborhood level. The Resilience Workshop Intern will serve as a guide for each group of community participants and instructors during three-workshop sessions. Workshops will occur on the third Saturday of the month between June and August 2024. Work per week can range from 35 - 40 hours. The Workshop Coordinator is the point person for all participants before, during, and after each workshop.

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Our Vision is a network of healthy bayous, streams and watersheds.*

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[www.bayoupreservation.org](http://www.bayoupreservation.org)

## SCOPE OF WORK

- Work under the direction of the Engagement and Special Events manager to regularly update workshop notes and agenda and attend weekly meeting (by Microsoft Teams or in person)
- Collaborate with the team to help develop and implement marketing and social media strategies, create engaging content, monitor online interactions, analyze performance metrics, and execute targeted marketing campaigns to enhance workshop visibility and participant engagement.
- Contribute to drafting documents for and reports of the workshop;
- Support overall logistical and administrative aspects of the workshop, ensuring successful completion of the workshop;
- Ensure the invitations are sent properly with all relevant attachments to registered participants;
- Develop the pre and post workshop knowledge survey.
- Other duties related to the workshop planning and follow-up may also be assigned.

## SKILLS AND ABILITIES

### Required:

- Be actively enrolled in an institution of higher education
- Professional written and oral communication skills, including the ability to compose professional documents, dual-language a plus
- Willingness to work in conditions that will include extreme temperatures, high humidity, precipitation, and busy public areas (up to 20%)
- Must commit to the entire internship length and be local to the Houston area
- Demonstrated success in working in a team-oriented environment, as well as ability to work independently, once trained
- Ability to exercise good judgement, understand and communicate effectively to resolve problems.
- Ability to maintain highest level of confidentiality and discretion when needed
- Ability to travel (locally and regionally) in personal vehicle (mileage reimbursable).
- Demonstrated commitment to diversity, equity, and inclusion
- Passion for waterways and love of nature.
- Ability to lift 30 – 40 pounds.

### Training Provided

**Event Planning and Coordination:** Learn and assist with the planning, organizing, and executing resilience-focused workshops under the direction of the Engagement and Special Events manager. Ensure a seamless experience for all participants.

**Knowledge & Logistics Management:** Assist in the curation and organization of workshop materials, such as presentation slides, toolkits, and reports. Acquire experience in overseeing logistical facets of workshops. Handle venue arrangement, material allocation, and participant registration for a streamlined workshop environment.

**Report Writing and Documentation:** Contribute to the drafting of documents and reports pertaining to KPIs, workshop proceedings, and outcomes. Sharpen skills in synthesizing key insights and crafting recommendations.

**Survey Development and Analysis:** Design pre and post-workshop surveys. Gain insights into data collection techniques and analysis methodologies for evaluating workshop effectiveness.

**Community Engagement and Outreach:** Learn techniques to engage with diverse groups and nurture collaborative partnerships. Explore strategies for community outreach via social media, including interactions, response mechanisms, and promoting discussions related to resilience and environmental conservation.

**Content Creation and Curation:** Engage in crafting and curating content tailored for social media platform marketing. Create graphics, draft posts, and formulate copy to convey workshop details and benefits.

**Platform Management and Analytics:** Familiarize with managing social media platforms. Monitor engagement and analyze performance metrics to enhance online visibility and optimize marketing efforts.

**Hourly Rate: \$15 per hour**

**Application Procedure:** Interested candidates should send a resumé, cover letter, and three references to [info@bayoupreservation.org](mailto:info@bayoupreservation.org) by April 15, 2024. Please reference position title in subject line of email. We will contact those candidates who most closely match our requirements.

Thank you for your interest.

*Bayou Preservation Association firmly believes that diversity and equity make us a better organization and lead us toward a more inclusive, progressive society. We are an equal opportunity employer. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*