

FRIENDS OF THE GTM RESERVE INTERNSHIP PROGRAM

About the Friends of the GTM Reserve

The Friends of the GTM Reserve is the 501(c)(3) citizen support organization for the GTM Research Reserve. Their mission is to support and enhance the research, education, and stewardship of the Reserve through volunteer initiatives, fundraising, and community partnerships. Founded in 2000, the Friends give their time, treasure, and talents to help the Reserve achieve its mission and support its management goals.

The GTM Research Reserve, also known as the Guana Tolomato Matanzas National Estuarine Research Reserve, is a collaboration between Florida's Department of Environmental Protection and the National Oceanic and Atmospheric Administration. The Reserve covers over 76,000 acres of coastal lands in northeast Florida from Ponte Vedra Beach to Palm Coast and is one of 29 National Estuarine Research Reserves around the country. The mission of the Reserve is to protect natural biodiversity and cultural resources using science.

The Friends bridge the gap in resources and funding that the Reserve needs to achieve its mission. To learn more, visit www.gtmnerr.org.

The Friends of the GTM Reserve Internship Program

The Friends of the GTM Reserve Internship Program is for students interested in nonprofit management careers to learn about the inner workings of a regionally-based environmental/conservation nonprofit organization. The selected intern will work primarily with the Friends Executive Director in a variety of areas, including:

- Member and donor management
- Fundraising and donor cultivation
- Nonprofit best practices
- Marketing and communications
- Accounting and bookkeeping
- Events management
- Working with a board of directors
- Grants management

Interns have the opportunity to gain valuable skills that they can use to build a professional career. Through hands-on experiences, direct engagement with leadership, and integration into daily operations, interns will convert nonprofit management theory into the real-world experience they can use to enter the workforce. In addition to learning nonprofit management, students will also have the opportunity to improve their organizing, research, analytical, and writing skills.

Upon completing the internship, students will present a report to the Friends of the GTM Reserve board of directors that will include an overview of what they have learned and their experience as a Friends intern.

Friends internships are unpaid, but the board reserves the right to offer stipends when funds are available to assist students with their expenses.

Qualifications

- Must be a currently enrolled student in either an undergraduate or graduate program.
- Interest in nonprofit management, fundraising, event management, communications, marketing, education, outreach, or volunteer coordination.
- Passion for environmental causes and conservation.

- Eagerness to take on new projects, learn new skills, and expand upon the foundations of their education.
- Have some experience with technology, social media, graphic design programs, and business-related software platforms.
- Students of all majors are encouraged to apply. However, preference is given to students studying nonprofit management, public administration, public relations, and communications.
- Must have reliable transportation to the GTM Research Reserve Visitor Center located at 505 Guana River Road, Ponte Vedra Beach, FL, 32082, and be available during normal operating hours (Monday through Friday, between 9:00 am and 4:00 pm).

Duties

- **Under the direction of the Executive Director:**
 - Identify fundraising opportunities through prospect research, nonprofit trends, grant guidelines, and donor cultivation.
 - Expand library of stories by interviewing staff, visiting investigators, supporters, and end-users.
 - Research, develop, and distribute communications materials such as press releases, newsletters, marketing emails, brochures, and social media campaigns.
 - Coordinate volunteer activity and work with volunteers.
 - Assist with collection of information required for reports, analyses, and program development.
 - Assist with planning and execution of events, fundraisers, board meetings, and other activities.
 - Engage with members, donors, and supporters both in-person and electronically
 - Assist with administrative duties such as filing, copying, communicating with program staff, managing databases, and other tasks.
 - Other duties as assigned to further understanding and experience during the internship.

To apply, please complete the online application [HERE](#) and be prepared to upload the following documents.

Resume or Curriculum Vitae: Please submit a resume or CV describing any relevant jobs, internships, volunteer work, scholarships, and other activities held or participated in, along with any other noteworthy skills or accomplishments.

Statement of Interest: Please submit a one- to two-page statement of interest that describes:

- the student's interests in interning with the Friends of the GTM Reserve;
- the student's career goals;
- the student's reason for applying for an internship;
- why the student should be selected for an internship with the Friends of the GTM Reserve.

Transcript: Please submit an unofficial copy of the most recent college transcript that lists all college-level courses taken to date the grades received. Both unofficial and official copies are accepted. A .pdf file, saved from the school's website, or a .jpg/.png image, copy-and-pasted into a Word document is acceptable.

Letter of recommendation: Please submit a letter of recommendation from a member of the faculty. Letters can be uploaded to the online application or emailed directly from the referrer to gtm_friends@gtmnerr.org.

Questions? Contact us at gtm_friends@gtmnerr.org.