

BCI Public Engagement Internship Description

March – September

20-25 hours a week, including ability to work nights and occasional weekends

\$8 per hour, based in Austin office.

BCI is dedicated to the enduring protection of the world's 1300+ species of bats and their habitats and creating a world in which bats and humans successfully coexist. In pursuit of this vision, during the next five years BCI will work worldwide at scale with local, regional, national and multinational public and private partners to respond rapidly and effectively to bat conservation crises, preventing the extinction of threatened bats and the extirpation of globally significant populations of bats.

Essential Functions:

- **The Public Engagement Intern is a key member of BCI's Education, Communications and Membership Team during the spring and summer months, and into early fall, assisting staff with volunteer recruitment and management of volunteer docents for our Congress Avenue Bridge Education Program. The Intern will take a leading role in creating/developing a Volunteer Handbook meant to educate volunteers about BCI history, accomplishments and current initiatives, and about bat species in North America, with an emphasis on central Texas species, their benefits, and threats to their survival.**
- **The Public Engagement Intern will become familiar with the types of questions that are frequently asked by the public, and will assist the Education Manager in adding to and using a library of standard responses to common public questions.**
- **The Public Engagement Intern will assist the Membership Director with tasks such as data entry, inventory and filing/organizing**

Responsibilities:

- Assist in creating a BCI volunteer recruitment program in Austin
- Assist in creating a BCI Volunteer Handbook
- Respond to or forward to the relevant staff member, public inquiries coming from the BCI Global Contact Form
- Collate data on public inquiries and work with staff to build a standard response library of responses to commonly asked questions
- Attend Congress Ave. Bridge (CAB) docent training and give public presentations at CAB during the bat season
- Help manage volunteers and coordinate their schedules during the CAB bat season
- Assist with BCI public events throughout the year
- Other duties as assigned

Necessary skills and qualifications:

- Background or strong interest in environmental education and/or wildlife conservation
- Willing and able to work evenings at least once a week at Congress Ave. Bridge
- Excellent verbal communication, writing, editing and proofreading skills
- Detail-oriented and skilled at prioritizing multiple tasks

- Ability to work independently on projects as well as collaboratively with a small staff
- Comfortable with problem solving and being creative with limited resources
- Comfortable with public speaking/presenting and representing BCI at various community outreach events
- Strong research skills and an ability to synthesize complex information into an easily understandable format
- Must have reliable transportation
- Must be able to lift 20 pounds

Preferred but not required:

- Knowledge of CRM databases
- Have or be working towards a degree in either the sciences or communications
- Bi-lingual (English/Spanish) both verbally and in writing

Please upload your cover letter and resume to www.batcon.org/me109/intern.html