



The Corps Network Intern

The Corps Network – Washington, DC

The Corps Network, the voice of the nation's 135 Service and Conservation Corps, is recruiting for an Intern.

The Corps Network supports and advocates for Corps, which are organizations modeled after the legendary Great Depression era Civilian Conservation Corps (CCC). The CCC provided young people with meaningful work, job skills, and crucial wages during a time of great need. As its legacy, the CCC built a significant portion of America's conservation infrastructure including parks, trails, bridges, and visitor centers nationwide. Today that mission is relevant again, as Corps provide young people with transformational opportunities to serve and impact their communities, while obtaining valuable work skills and education.

Working with the Director of AmeriCorps Programs and the Director of Government Relations, the Intern will be an important member of the team providing valuable assistance on a wide variety of projects. She or he will be expected to engage in a diverse range of activities for TCN's AmeriCorps Education Award Program as well as developing and implementing TCN's policy and advocacy agenda.

Primary Responsibilities Include:

- Assisting with preparation of applications and progress reports for funder
- Assisting with document compliance – managing Excel spreadsheets
- Assisting with program file maintenance
- Identifying and scheduling congressional meetings
- Scheduling and tracking meetings and calls
- Attending meetings and events as needed
- Attending annual conference in DC
- Assisting with conference workshop preparation

Ideal Candidates Will Have:

- Excellent writing and research skills.
- Strong organizational skills.
- Willingness to “take the initiative” and work independently.
- Willingness to articulate challenges, opportunities, and questions as they arise.
- Interest in youth, conservation, and/or national service.
- Ability to maintain positive attitude despite changing circumstances and plans.
- Either recently completed their college degree, or will be entering their Junior or Senior years of college.

Compensation and Commitment:

The semi-monthly stipend will be \$450. Four to five days per week. The start date for the internship will be November 1, 2017. Ideal candidates should be able to commit to a minimum of a 6-month term.

To apply: Send a resume to jobs@corpsnetwork.org with the Subject Line: Intern

For more information about The Corps Network, visit www.corpsnetwork.org