



# HIGH LINE CANAL CONSERVANCY

Connecting Communities—Connecting Nature  
from the foothills to the plains

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## ~Internship Posting~

February 2024

**Title:** Programs and Events Intern  
**Duration:** March – November 2024  
**Workdays:** Part-time, 20 - 25 hours/week  
**Compensation:** \$20/hour

This is a part-time position. Weekend, early morning and evening work will be required. Work requires some physical exertion such as walking, standing, and lifting. This is a hybrid position with work in office, remote, outside on the trail and at community events.

### High Line Canal Conservancy

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An extraordinary feat of engineering now 140 years old, the 71-mile-long High Line Canal is outliving its historic function as an irrigation utility and has taken on new life as a recreational resource, wildlife corridor, and green stormwater infrastructure. As the Canal transitions from its historic purpose, the High Line Canal Conservancy (Conservancy) is faced with an urgent need to move forward with critical enhancements and stewardship that bolster community resiliency and environmental health.

The Conservancy is a nonprofit organization with the mission to preserve, protect and enhance the High Line Canal in partnership with the public. We are committed to enacting this mission with projects and programs that improve quality of life and the environment. We lead volunteer stewardship, community science, recreational, and educational programs that enhance wildlife habitat, connect people with nature, and improve trail user experience. Our programs had over 1,300 unique participants in 2023.

The Conservancy's trail stewardship programs are completed by members of the Canal Conservation Corps (CCC). This dedicated coalition of volunteers measurably improves the Canal's ecosystem and the region's climate resiliency by enhancing our ability to care for the Canal through stewardship programs such as trash cleanups, weeds and brush removals, and tree and prairie plantings. The Conservancy also hosts recreational, educational, and community science programs along the Canal such as community walks, nature play activities, and birding programs that engage local community members to connect with the nature of the Canal.

### Position Summary

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This position provides the opportunity to work with the Conservancy staff, partners, volunteers, and community members to support our on-the-ground programs and events. The Programs and Events Intern (Intern) will primarily assist with executing on-the-ground community programs throughout the spring, summer, and fall, including recreational, educational, community science, and stewardship programs. The Intern will also support our two signature annual events, [Summer Scamper](#) in June and [Dine For the High Line](#) in September. This position involves both outdoor work as well as administrative work in the office in Centennial. The Intern will report to the Programs Coordinator and work closely with the Community Engagement and Programs Manager. This position

has the opportunity to lead and complete a specific project related to Conservancy work as determined by interests and career goals. The following lists potential tasks required of the Intern:

#### Stewardship, Community Outreach and Engagement Programs

- Engage communities along all 71-miles in improving the health and biodiversity of their surrounding environment through trash/weed/brush removal and planting projects.
- Help lead Canal Conservation Corps Leaders and volunteers of all ages and abilities to complete trail stewardship projects.
- Lead and execute set-up and break-down processes before and after events including collecting and organizing supplies, tools, and paperwork.
- Assist in maintaining and organizing program supplies.
- Manage the [Independent Cleanup program](#) through coordinating with community groups to schedule, get supplies for, and execute independent trash cleanups.
- Support recreational, educational and community science programs along the Canal, such as community walks, nature play pop-ups, and birding programs.
- Set up a table at multiple locations along the Canal to engage with Canal users and the local community to spread awareness about the Conservancy.
- Engage with community members through environmental education.
- Assist with outreach at private and public community events to connect with community members, share project and program updates, and recruit supporters and volunteers.
- Recruit community members to participate in all programs and provide input for trail projects.
- Disseminate trail use and enhancements surveys.
- Distribute flyers and install signs as needed to promote events or Canal happenings.
- Support one-time fundraising events such as [Summer Scamper](#) or [Dine for the High Line](#).
- Contribute to social media and blogs.

#### Administrative and Other Responsibilities

- Support other departments as needed including Planning, Natural Resources, Development/Fundraising, Marketing and Admin.
- Meet regularly with Conservancy staff, volunteers and other partners as needed to coordinate logistics for programs and events.
- Track post-event metrics for stewardship, recreational and outreach events.
- Record event registration, participation, and key volunteer information (contact info, volunteer shifts, hours, etc.) in Raiser's Edge database.
- Assist with general administrative support, such as preparing mail, proofreading materials, printing, scanning, and emailing documents.
- Complete errands, such as food pick-up, deliveries, post office runs, and office supply purchases.

#### Qualifications

- A High school diploma with relevant work experience or pursuing a bachelor's degree with an educational focus in environmental education, conservation, natural resources, community development, diversity and inclusion, communications, and/or urban planning strongly desired.
- Demonstrates an understanding of and commitment to the long-term mission and value of the Conservancy.
- A passion for connecting people in diverse communities to nature and to each other.
- An understanding of or desire to learn about the importance of community involvement in designing and enhancing public open spaces.
- Adaptability: Demonstrates a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.



- Ability to work independently and cooperatively with colleagues in a small-team environment, to anticipate and solve problems. Works efficiently to meet deadlines and maintain accurate records.
- Self-motivated and highly organized with tremendous attention to detail and an ability to multi-task
- Excellent communication and writing skills.
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook, and Adobe Suite.
- Not required, but desired: research skills, writing skills, and photography.
- Fluent Spanish speaker highly preferred.
- Available to work during evenings and weekends as needed.
- Access to a vehicle (required).

### **Application Instructions**

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Qualified applicants are encouraged to apply by sending a resume and cover letter addressing the applicant's interest in and qualifications for the position. Please send both documents as one PDF attachment in an email to [employment@highlinecanal.org](mailto:employment@highlinecanal.org). No phone calls, please.

### **Application Deadline: Open until filled**

*The Conservancy is dedicated to the principles of equal opportunity for all employees, applicants, volunteers, program and event participants, trail users and visitors, partners, and other organizational stakeholders. We prohibit unlawful discrimination and harassment based on age, race, sex, color, religion, creed, national origin or ancestry, disability, military status, genetic information, native language, sexual orientation, transgender status, gender identity, gender expression, marital status, gender, veteran status, political service, and affiliation or any other status protected by applicable state or local law. This prohibition includes unlawful harassment based on any of these protected classes.*

*Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.*

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every qualification. At the Conservancy we are dedicated to building a diverse, inclusive, and authentic workplace. If you are interested in this role but your experience does not check all of the boxes, we encourage you to go ahead and apply. You may be the right candidate for this or another role in our organization.

