



Working with Interns on Community Conservation

Working with an intern can be a rewarding, effective way to complete a community conservation project. Your commission should prepare to work with an intern by clearly identifying a project, documenting the scope of work with realistic expectations, and outlining the steps to then complete the project with an intern's assistance. Providing internships to students can help meet your town's conservation goals, while providing real life experience to students. The goal is to create value for both the intern and your municipality.

Benefits for Interns

- Make connections that often lead to full-time jobs
- Experience real life projects
- Organize volunteers to work on local conservation projects
- Gain knowledge from seasoned mentors
- Learn new skills
- Build your resume
- Enhance professional experiences

Benefits for Town

- Gain assistance and support for conservation projects
- Help meet conservation goals more effectively
- Enhance new perspective on environmental issues
- Create management plans for town-owned land
- Encourage next generation of environmental stewards
- Develop connections to colleges and universities

Guidelines for towns

To help make sure the internship is successful, your commission should provide on-going guidance and mentorship to your students. Be prepared to;

- Give Intern a clear project and supportive manager and environment
- Outline the project and assign mentors ahead of time
- Demonstrate a clear project objective
- Give interns ownership and direction
- Provide opportunities to learn throughout the internship
- Provide town contact information for questions
- Connect your intern with other town staff and department and similar organizations
- Create a workplan with timelines and deliverables
- Check in with your student at least every other week.



NHACC

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Tips on working with an intern

Set Goals

What does the town hope to achieve from the project?

Design the tasks to meet program goals and student expectations.

Make a commitment to manage the intern through all steps of the project.

Set goals for both the student and the conservation commission. Use the project description to help in your search for an intern.

Write a plan

Outline the project tasks so the student has clear direction of where the project is going.

Outline management's roles and responsibilities for the project. Assign a mentor to the intern who understands the project and tasks.

Supervising Interns

Designate a supervisor or mentor for the intern who can provide orientation and answer questions. Make sure the mentor is available during the times the student will be working. Choose someone who is interested in working with students who may have teaching experience and time to invest in the intern. This is especially important during the first few weeks of the project.

Set up a schedule to meet with the intern every other week to review progress and to provide updates and feedback. This does not have to be a formal meeting, but make sure both mentor and intern check in frequently.

Create Learning Goals

The mentor and intern should clarify what the intern hopes to learn from the experience and what project and tasks they can complete as students. Make plans on how to accomplish learning goals so you can achieve them during the internship time frame.

Follow Up with an Evaluation

Take time to schedule a final meeting with your intern to review project goals and completion. Highlight what was successful and discuss what could have been improved during the project. Make sure you document any recommendations or changes for the next intern. If the project was completed on time with desired results, offer to write a recommendation for the intern for future positions.

Follow Up with Outreach to Community

When you hire an intern send out a notice in your town newsletter or blog to inform citizen so they are aware of a new face in town. When the project is complete, your commission should issue a press releases as a way to keep the public informed. It is a great way to build goodwill in the community and increase support for conservation effort.

Guide to Hiring an Intern



If your commission is interested in hiring an intern, the first step is to determine a project that can be completed with an intern's assistance. Once you have determined what your goals and needs are, the next step is to find an intern that has the qualifications to contribute to the project. It will be necessary to reach out to local universities and advertise the position. The resources below will help with outreach and your search for an intern. The goal is to create value for both the intern and your municipality.

Advertising to your community

- Post links to the application on your conservation commission social media pages (Instagram, Facebook, etc.)
- Put up flyers at high traffic areas (grocery stores, community centers, local businesses, etc.)
- Address the internship position as an agenda item at conservation committee meetings to identify possible candidates of interest or people who can further promote the position

Advertising directly to undergraduate or graduate students

- Post the position on Handshake, a platform similar to Linked In but more specific to mainly college and university students.
- Reach out to the Career Services department/office of colleges and universities. There are opportunities for engagement such as attending an internship fair, being posted on job/internship boards, connecting with academic departments of interest, or creating an internship program with a class or department. It is common for internships to be mandatory for students to graduate, so if funding is an obstacle, this can be a way to overcome that: students complete an internship as a requirement of their degree program and payment is not always necessary.
- Contact specific professors from an academic program. Professors can directly advertise to their students about internship opportunities.



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Advertising to New Hampshire Higher Education Institutions

Keene State College

- [Career Services - Employer Partnership Opportunities](#)
- Contact Career Services:
 - phone: (603) 358-2500
 - email: KSC.CareerServices@Keene.edu

University of New Hampshire

- [Career and Professional Success - Employers](#)
- Contact Career and Professional Success:
 - phone: (603) 862-2070
 - email: _caps@unh.edu
- [College of Life Sciences and Agriculture Employer Resources](#)
- [College Engineering and Physical Sciences Employer Resources](#)
- [College of Business and Economic Employer Resources](#)

Plymouth State University

- [Academic and Career Advising Center Employment Engagement Opportunities](#)
- Contact Academic and Career Advising:
 - phone: (603) 535-3065
 - email: career.development@plymouth.edu

Franklin Pierce University

- [Employer Career Services](#)
- Contact the Career Center:
 - phone: [\(603\) 899-1070](tel:(603)899-1070)
 - email: careercenter@franklinpierce.edu

Dartmouth College

- [Employers-Center for Professional Development](#)
- Contact Center for Professional Development:
 - phone: (603)-646-1665
 - email: srs@dartmouth.edu

Colby Sawyer College

- [Career Services](#)
- Contact Career Services:
 - phone: (603) 526-3765
 - email: jennifer.tockman@colby-sawyer.edu

Saint Anslem College

- [Career Development Center Employer Partners](#)
- Contact Career Development Center
 - phone: (603) 641-7490
 - email: careers@anslem.edu

Southern New Hampshire University

- [Career Services - Employer Resources](#)
- Contact Career Services by submitting your name, email, phone, and affiliation to their "Contact Us" section on their website

Antioch University

- [Office of Environmental Studies Internships and Career Support](#)
- Contact Environmental Studies Internships and Career Support

- phone: [\(603\) 283-2335](tel:603-283-2335)
- email: sgreen5@antioch.edu (Suzanne Green- Director, Office of Internship and Career Support)

Grants

We know that towns need assistance and support to coordinate conservation projects and it may be necessary to seek grants to cover the cost of stipends for students. Using interns to help with natural resource inventory and other critical projects helps town accomplish goals within a reasonable budget while also providing students with skills they can apply in real life. Additionally, paid internships provide opportunity for all students and can help town find the best candidates for the position.

Grantmakers that will fund municipalities in New Hampshire are listed below.

Avangrid Foundation

Website - www.avangrid.com/avangrid-foundation

Contact Information - <https://www.avangrid.com/contact-the-avangrid-foundation>

Application Deadline - 2024 deadline was in November, 2025 deadline TBA

Change Happens Foundation

Website - <https://www.changehappensfoundation.org/apply>

Contact Information - <https://www.changehappensfoundation.org/contact-4>

Application Deadline - n/a

Cogswell Benevolent Trust

Website - <https://cogswellbenevolenttrust.org/index.html>

Contact Information - <https://cogswellbenevolenttrust.org/contact.html>

Application Deadline - n/a

Weyerhaeuser Giving Fund (only in Coos County)

Website - <https://www.weyerhaeuser.com/company/values/citizenship/giving-fund/>

Contact Information - givingfund@weyerhaeuser.com

Application Deadline - September 30th, annually

Saab Family Foundation (only in Hillsborough or Rockingham Counties)

Website - <https://www.saabfamilyfoundation.org/grants>

Contact Information - Email: info@saabfamilyfoundation.org

Phone: (603) 475-6162

Application Deadline - 2024 deadline was in September, 2025 deadline will be announced this summer

New England Grassroots Environment Fund

Website - <https://grassrootsfund.org/>

Contact Information - Email: connect@grassrootsfund.org Phone: [603-905-9915](tel:603-905-9915)

Application Deadline - March and September 16, 2025

T Mobile Hometown Grant

Website - <https://www.t-mobile.com/brand/hometown-grants>

Contact Information - not listed



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- Spring: Applications open January–March
- Summer: Applications open April–June
- Fall: Applications open July–September
- Winter: Applications open October–December