



**Paid Internship Opportunity—Starting January 2015**  
*for*  
**Student Assistant Position**  
**Council for Environmental Education**  
**Austin, TX**

The Council for Environmental Education (CEE) is seeking a Student Assistant for an eight week internship in our Austin office. The Student Assistant will receive a \$2,000 stipend for a full-time, 320 hour internship over the course of eight weeks during the spring semester of 2015. Undergraduate students, graduate students and individuals who are not currently enrolled in a college/university program are encouraged to apply.

**Organization Description:** The Council for Environmental Education (CEE), a non-profit organization with offices in Houston and Austin, serves as the national headquarters for *Project WILD*, the largest wildlife education program in the United States. At the national level CEE also administers *Aquatic WILD*, *Growing Up WILD*, *Flying WILD*, and *WET in the City*. CEE recently completed the updating and expansion of a cornerstone publication: the *Aquatic WILD K-12 Educators Curriculum and Activity Guide*. Efforts are now underway at CEE on a similar expansion of the *Project WILD K-12 Curriculum and Activity Guide*, to include new content on environmental issues, additional content on student-centered field investigations, STEM learning, career development, and additional outdoor learning experiences.

**Position Description:** The Student Assistant will help the Council for Environmental Education (CEE) in updating the *Project WILD K-12 Curriculum and Activity Guide*. As the cornerstone publication for the *Project WILD* program, this curriculum helps thousands of K-12 educators each year throughout North America engage students in hand-on activities and projects involving the study and stewardship of wildlife. Updating the curriculum guide will involve the Student Assistant in researching wildlife conservation issues, conservation organizations, and educational standards and methodology. The student assistant will also help draft and edit activities and other texts that will ultimately be published for professional K-12 educators when implementing *Project WILD* activities.

Throughout the internship, the Student Assistant will meet no less than once per week with CEE staff for a progress report and to ensure that the Student Assistant has all of the information needed to complete the work. The Student Assistant will also be encouraged to solicit guidance as often as needed.

The Student Assistant placed with CEE will be encouraged to be creative and feel empowered to share innovative ways to improve the Project WILD curriculum. By completing this Internship the Student Assistant will gain experience/skills in:

- Writing and editing for curriculum development
- Knowledge of the field of environmental education
- Knowledge of the educational publishing industry
- Researching environmental conservation issues
- Researching trends in educational methodologies
- Preparing reports, summaries, and goals for an organization
- *Project WILD* professional development training

In addition to completing the above job description, the Student Assistant will collaborate with staff members on a variety of other tasks. With a small staff running several national programs, the Student Assistant will have a unique opportunity to be fundamentally involved with all of the programs, and environmental education as a whole, starting on day one. Participation in weekly staff meetings will provide an overview of the business of running a nonprofit, keep the Student Assistant up to date on staff projects, and allow them to report out on their own projects.

### **Required Knowledge, Skills, and Abilities**

- Knowledge of general office operations
- Detail oriented and well organized
- Ability to use Microsoft Office and Excel software
- Time management skills
- Effective oral and written skills

### **Preferred Experience**

Coursework in education, lesson planning, curriculum development, or environmental sciences is helpful.

**To apply**, send a cover letter and resume to Marc LeFebre, at [marcL@councilforee.org](mailto:marcL@councilforee.org).

### **To learn more about CEE's programs, please visit our websites:**

[www.councilforee.org](http://www.councilforee.org), [www.projectwild.org](http://www.projectwild.org), [www.flyingwild.org](http://www.flyingwild.org),  
[www.projectwild.org/GrowingUpWILD](http://www.projectwild.org/GrowingUpWILD),  
[www.wetcity.org](http://www.wetcity.org), [www.birdeducation.org](http://www.birdeducation.org)