

Internship Description

Application Due Date

July 18, 2025

Position Title

One Tree Per Child Program Intern

Position Classification

Seasonal Intern

Term of Employment

At Will

Compensation

\$1,000 Stipend Upon Satisfactory Completion; College Credit When Applicable

General Summary / Objective

The One Tree Per Child Program engages youth in the K-12th grade age range in tree planting, tree care, and tree education activities. As such, this internship is ideal for candidates who are interested in careers in environmental education with hands-on and technical skill development, as well as those interested in careers in science education at-large or environmental non-profit program management, advocacy, outreach, and community engagement..

This internship provides a deep dive into year-round and seasonal community forestry education and implementation. This involves delivering experiential lessons, collaborating with arborists and technicians, and managing partnerships with schools, municipalities, businesses, and donors.

The successful applicant will shadow the One Tree Per Child Program Manager in many tasks as well as working independently on assigned tasks in support of the program. Additional responsibilities and essential functions are outlined below.

Position Type & Expected Hours of Work

The intern position can fulfill college credit internship requirements of 150 hours for the fall 2025 semester, and Tree Pittsburgh is open to discussing additional school internship requirements. Interested applicants who are not seeking college credit and/or do not need a full 150 hours for their institution's internship requirements are still encouraged to apply..

Position start date, end date, and hours per week are flexible and negotiable depending on the candidate's needs, university program needs, and availability. However, the ideal candidate will be able to work 10 hours a week, starting the week of August 25, 2025 and ending between the dates of November 15 and November 26, 2025. Based on Tree Pittsburgh's purposefully staggered planting season schedule, the ideal candidate will be available for working mornings



and afternoons on Tuesdays and/or Thursdays, as well as some Saturday and evening events throughout the internship timeframe.

Organizational & Other Relationships

- Reports to and receives direction from the One Tree Per Child Program Manager
- Per assignment and organizational needs, also receives direction from across other departments
- Program Intern will have opportunities to work alongside other interns, volunteers, and have the opportunity to engage with the general public and partners at events.

Intern Responsibilities / Essential Functions

The following functions are representative (but not exclusive) examples of the position.

1. **85% time - Supporting the One Tree Per Child Program on-campus and out in communities to prepare and staff our various educational and planting events**
 - Work with One Tree Per Child Program Manager and Education Staff in a variety of office/computer work, physical labor, teaching and public engagement
 - Organize and help to create materials related to environmental education
 - Organize and help to load and use tools, materials, and trees in planting projects
 - Join staff in company van/truck to drive to site visits, site preparation, and events
 - Documentation, photography, survey collection, data entry, communication, and social media preparation for One Tree Per Child and other educational events
 - Work on other assignments across Tree Pittsburgh departments
2. **15% time - Supporting the Volunteer Program Manager in work with public and organizational/corporate volunteer groups, supporting program evaluation and research tasks, and staffing volunteer events on-campus and in the community**
 - Community outreach and engagement with volunteer participants
 - Assisting with the set up and take down of event hosting furniture, equipment, refreshments, tools, materials, etc.
 - Participant surveys and follow up communication
 - Data collection, entry, and analysis
3. **Orientation day(s)** at the beginning of the placement.

Required Qualifications

- Demonstrated experience and/or interest in environmental education, environmental non-profit programming, community greening, community/public outreach and engagement, research, volunteer coordination, customer service, and event management
- Enjoys working outdoors, in all weather conditions, and working with their hands.



- Self-starter; works well both in a team and independently; detail-oriented; well-organized; can establish, track, and meet tasks/deadlines; follows through; problem solver.
- Professional demeanor and experience interacting with diverse settings and groups
- Positive attitude, friendly, energetic, welcoming, and an outgoing people person
- Excellent oral, written, and interpersonal communications skills to work effectively with diverse individuals, both internally and externally
- Working knowledge of Google Workplace
- Reliable transportation is absolutely essential. We encourage the use of a personal vehicle. Due to our travel across Allegheny County, exclusively relying on public transportation or a bicycle can be challenging for the person in this position, but with proper planning ahead it can be sufficient
- Commitment to and enthusiasm for Tree Pittsburgh's mission, vision, and environmental justice goals
- *This position additionally requires the intern to apply for and secure three standard forms of clearances to work with youth: PA Child Abuse History Clearance, PA Criminal Records Check; and Federal Criminal History Record Check [Tree Pittsburgh can cover the costs of these clearances for the successful candidate as needed]*

Preferred Qualifications

- Successful program or project assistance experience, or similar experience, through employment, school, or other activities.
- Education, training, and/or experience in an environmental field, such as urban and community forestry, horticulture, environmental studies or science, parks and recreation management, environmental education, community development, or more.
- Experience working in educational settings with youth in K-12 age range

Working Conditions & Requirements

This job requires the ability to stoop, bend, twist, and crouch for up to four hours at a time; requires standing/walking for up to 8 hours; ability to work outside in all weather conditions; will require the ability to effectively operate manual work tools such as bolt/wire cutters, scissors, pruning shears, and more; the ability to lift and carry up to 50 pounds over uneven terrain; and the ability to perform all duties consistently as described above. Instruction, training, and general supervision will be provided by the One Tree Per Child Program Manager, however, the One Tree Per Child Program Intern is expected to perform duties in a timely and proficient manner without always having close supervision. Tree Pittsburgh is a tobacco-free workplace and its use is strictly prohibited on Tree Pittsburgh premises.

Travel

The successful applicant will confirm readiness & ability to independently travel to and from Tree Pittsburgh's headquarters in Upper Lawrenceville. Travel for off-site programming at school and public locations within Allegheny County can be facilitated from Tree Pittsburgh's headquarters by the One Tree Per Child Program Manager.

To apply, email the following items to jobs@treepittsburgh.org and use the subject line “Your Last Name_One Tree Per Child Program Intern”:

- Your cover letter expressing interest in and capability to fulfill the internship opportunity, with the filename “Last Name_One Tree Per Child Program Intern_Cover Letter”
- Your resume with the filename Last Name_One Tree Per Child Program Intern_Resume

OR mail/deliver a physical copy of these items to Tree Pittsburgh.

Applications are due by Friday, July 18, 2025 at 5:00 pm.

Equal Opportunity Employer

As an organization dedicated to making our community a better place to live for everyone, Tree Pittsburgh stands against racism and hate. Tree Pittsburgh is dedicated to the fair, just, and equitable treatment of all races, cultures, national origins, genders, gender identities, gender expressions, religions, sexual orientations, and socioeconomic statuses. We believe that no one should be excluded or feel unwelcomed from participating in environmental stewardship or contributing their voice to plans or activities that impact their community.

Data shows that women and minority candidates more frequently do not apply to a job because they don't feel that they meet all of the qualifications listed. Our job descriptions are general overviews, not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills to contribute to the growth of our organization, we want to hear from you!