

## Internship Description

---

### **Date**

June 27, 2025 (applications due by July 18, 2025 at 5:00 pm)

### **Job Title**

Tree Adoption Program Intern

*There are two (2) openings, and therefore, there will be two (2) Tree Adoption Program Interns for the fall season*

### **Classification**

Seasonal Intern

### **Term of Employment**

At Will

### **Compensation**

- \$1,000 stipend upon successful completion of the internship
- College credit when desired and applicable

### **General Summary / Objective**

The Tree Adoption Program Intern is responsible for supporting and assisting different aspects of the Tree Adoption Program at Tree Pittsburgh, which distributes thousands of trees to residents throughout Allegheny County each year. This is a position for an individual who is looking to be on their feet making a tangible impact in communities through an environmental non-profit organization!

In Allegheny County, our data shows that the greatest amount of tree canopy loss is occurring on residential private property. Tree Adoption events are helping to mitigate this canopy loss by allowing residents to adopt trees at no cost to them, to plant and care for on private property in their community. The Tree Adoption Program collaborates with local community-based organizations, nonprofits, municipalities, government agencies, and other groups, with a particular focus on working with low canopy, environmental justice, and ReLeaf Neighborhood Program communities.

The majority of the working hours will require hands-on, physical work at Tree Pittsburgh's campus, in the tree nursery, and out in the field, preparing trees, materials, loading vehicles, and implementing Tree Adoption events. This is work worth doing with a great team. Together, we will help to grow and protect private property tree canopy across Allegheny County!



### **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 any additional school internship requirements. However, those who are not seeking college credit, and/or do not need a full 150 hours for their internship are still encouraged to apply. If seeking to receive college credit, the candidate must have their school advisor approve the internship by signing the internship offer letter alongside the candidate.

Position start date, end date, and hours per week are flexible and negotiable depending on the candidate's needs and availability. However, the ideal candidate would work the following schedule: A minimum of 10 hours a week, starting no later than the week of August 25, 2025, and ending anytime *after* November 15, 2025—with a tentative schedule of Monday, Thursday, and Friday mornings to mid-day (with additional availability on most Saturdays during the day, and on other weekdays and nights as needed during a specific 10-week period, see more information below\*).

\*Between September 8 - November 15, 2025 is the Tree Adoption Program's main event season. During this 10-week time period of the internship, the candidate must be more flexible and available to work during additional weekdays, weekday evenings, and on most Saturday mornings/afternoons as dedicated by the nature of the position and Tree Adoption season event schedule. Although the schedule could be different each week during this time period, the entire event season schedule for the 10-week event season will be finalized by the position start date.

### **Organizational & Other Relationships**

- Reports to, supports, and receives direction from the Tree Adoption Program Manager.
- When in the field and outside on-campus without the presence of the Program Manager, the Tree Adoption Program Intern will receive oversight from the Tree Adoption Program Coordinator.
- Program Intern will also work alongside Heritage Nursery staff, 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 Tree Adoption Program Manager and Tree Adoption Program Coordinator on-campus and out in communities to prepare for, staff, and close out Tree Adoption events.**
  - Work with Heritage Nursery and Tree Adoption staff members as a team to pull, prune, station, water, and label/tag trees to prepare them for the Tree Adoption events.



- Prepare, cut, and organize tree protection materials (protection from wildlife) for the Tree Adoption events alongside staff and volunteers.
- Organize and help to create materials/supplies related to the Tree Adoption Program.
- On the day before each event, load the Tree Adoption event materials, supplies, and trees into the van and/or trucks alongside staff.
- Join staff in the van/truck to drive to the event.
- Tree Adoption event set-up.
- Staff the event (retrieving trees, tree protection, and other planting materials for participants; assist attendees as needed; help to take event photos; assist at check-in).
- Event clean-up, includes travel back to the Tree Pittsburgh campus to unload materials/supplies and leftover trees.
- Assist with tree deliveries/pick-ups, such as an end-of-season delivery of trees and tree protection to households who have mobility restrictions preventing them from attending a Tree Adoption event.
- Assist with training and managing volunteers as they support us in the nursery prepping trees, preparing tree protection, and/or helping at the events.
- Other duties as assigned.

2. **15% time - Supporting the Tree Adoption Program Coordinator with education and engagement activities for Tree Adoption participants, as well as supporting program evaluation and research tasks.** Between September 8 - November 15, 2025, all work duties will focus on the above outlined tasks under Item 1. However, outside of those 10 weeks, you may fulfill your hours by supporting the Tree Adoption Program Coordinator with the additional tasks listed here in Item 2.

These work tasks may be conducted within the office, in the field alongside Tree Adoption staff, and/or remotely. Examples of this work may include assisting with the following activities:

- Community outreach.
- Educational classes, workshops, and/or other education needs.
- Developing content for the Tree Adoption quarterly newsletter, website, etc.
- Participant surveys and phone calls.
- Site visits to planting locations.
- Data collection, entry, and analysis.
- And more.

3. **Orientation day(s)** at the beginning of the placement.



### **Required Qualifications**

- Demonstrated experience and/or interest in environmental non-profit program assistance, community greening, community/public outreach and engagement, environmental education and research, volunteer coordination, customer service, and events.
- 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.
- Must be 18 years or older to apply.

### **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 overseeing and/or working alongside volunteers.

### **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 Tree Adoption Program Manager and Program Coordinator, however, the Tree Adoption 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**

Travel is primarily within Allegheny County.

---

**To apply**, email the following items to [jobs@treepittsburgh.org](mailto:jobs@treepittsburgh.org) and use the subject line "Your Last Name\_Tree Adoption Program Intern":

- A cover letter with the filename Last Name\_Tree Adoption Program Intern\_Cover Letter
- Your resume with the filename Last Name\_Tree Adoption 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!*