



2016 Internships with Transition US

About Transition US

Transition US is a national hub organization for the global *Transition Towns* movement. In over 158 towns and cities across the U.S., *Transition* efforts have engaged communities to move beyond fossil fuels and create a thriving future that is more vibrant, abundant, resilient and connected. ***The mission of Transition US is to catalyze and strengthen a national network of citizen-powered groups who are building local resilience through community action.*** For more information about our work, please visit us on the web at www.TransitionUS.org

2016 Internship Program

Transition US (TUS) is a mission-driven nonprofit on the cutting edge of the grassroots movement toward sustainability and local empowerment. By offering internships for educational credit, we provide trainees with a valuable opportunity to put their skills to work in a meaningful way that creates real positive change in our world. We are engaged in a number of powerful projects aimed at spreading *thriving resilience* far and wide, and our interns will contribute directly to this movement.

TUS is now accepting applications for our 2016 Internship Program, for both the Spring and Fall semesters. The following internships are available:

1. Communications & Outreach Internship
2. Web & Graphic Design Internships
3. Special Projects Internships (REconomy, Transition Streets, Transition Stories, Community Resilience Challenge, and Assessing Resilience in Communities Projects)
4. Fundraising & Grant-Writing Internship
5. Information & Database Management Internship
6. Transition Research, Writing & Blogging Internship
7. Design Your Own Internship

Descriptions of each position can be found below.

How to Apply

If you are interested in a formal internship for credit, please send us your resume and a cover letter including the following information:

- Your name and contact information
- Your school, program of study, and a point of contact (professor or administrator)
- Any official internship requirements from your school (including number of required hours and any other relevant guidelines)
- Which internship you are applying for
- A brief description of why you are applying for this position, what you have to offer, and what you would like to receive or achieve as a result of your participation

Please email your resume and cover letter to: jobs@transitionus.org.

1. Communications & Outreach Internship

Transition US communicates with our national network of local community organizers, activists, dreamers and doers in a number of ways – including through an e-newsletter, social media, phone calls and web conferences. Our *Communications and Outreach Intern* will work with the Communications Coordinator to facilitate the ongoing process of outreach and connecting with our network of change agents and communities in *Transition*.

Primary responsibilities:

- Work with Communications Director on executing Communications and Outreach Plan
- Support with constructing monthly newsletter and weekly social media posts
- Design and produce promotional materials for Transition US
- Reach out to allies and Transition groups, help to build a strong network of leaders
- Share Transition US material with appropriate audiences, including youth, educational, business, spiritual, and other communities
- Develop other creative strategies to communicate our message

Qualifications:

- Great written and verbal communication and people skills, in person and on the phone
- Quick learner who is comfortable taking responsibility for tasks with minimal supervision
- Responsible, organized, and detail-oriented
- Familiarity with impacts of climate change, resource depletion and economic sustainability – and a passion to make a change for the better
- Excellent computer skills, including Google Drive, Word, Excel, MailChimp, and social media platforms like Facebook, Instagram and Twitter

Compensation and Benefits:

Interns will receive school credit for work hours. Although this is an unpaid internship, through your experience working with Transition US you will learn:

- How innovations in the Permaculture, consciousness, community resilience, and new economy movements are transforming our economy, ecology, and society
- How a national non-profit and grassroots network operates, including online communications and outreach, fundraising and grant proposal writing, operations and administration, monitoring and evaluation, data management, and strategic planning
- How to communicate professionally with diverse individuals and groups
- How to plan, manage, and execute projects and events
- How to message complex ideas in a way that inspires action
- How to build and organize a grassroots national movement for social change
- Countless ideas for making your own personal life more sustainable and resilient

2. Web & Graphic Design Internships

Transition US is in the midst of a major web overhaul (from old Drupal to something more functional) and graphic design face-lift. We are looking for interns in both the Web Design and Graphic Design fields, to facilitate our organization's leap into the digital and mobile age. Our *Web & Graphic Design Interns* will support TUS staff in updating our website and newsletter platforms, and making it easier than ever for people to get involved in the *transition*. We are also calling on people skilled specifically in visual graphic design to support with banner design, report layouts, creating infographics, and other graphic design projects. We have multiple positions available for interns in web and graphic design.

Primary responsibilities:

- Project manage website migration from Drupal to new web platform
- Redesign web portals to maximize user experience and ease of finding resources
- Design and produce web and social media materials for Transition US
- Redesign 'Knowledge Hub' so resources are easier to find
- Update image database; find and secure permissions to use pictures
- Improve graphic user interface of all TUS web portals
- Design banners, infographics and other visual representations of our work

Qualifications:

- Excellence in field of Web Design and/or Graphic Design
- Knowledge of Drupal and viable alternatives for web management
- Responsible, organized, and detail-oriented
- Quick learner who is comfortable taking responsibility for tasks with minimal supervision
- Familiarity with impacts of climate change, resource depletion and economic sustainability – and a passion to make a change for the better

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3. Special Projects Internships

Transition US supports a number of resilience-oriented projects in communities around the country. We are accepting applications for *Special Projects Interns* who will work with the Special Projects Coordinator and Director of Programs in an ongoing effort to see these projects succeed. Depending on aptitude and student interests, there may be a need for several interns to support with a few ongoing projects (described below).

Primary Responsibilities:

- *Transition Streets* Project Support: Working with Special Projects Coordinator and resilience experts to refine *Transition Streets* (www.transitionstreets.org) curriculum and facilitate national roll-out, including improvement of website materials and peer support structures, outreach to partner organizations and local governments, and communication with implementing neighborhood groups nationwide.
- *REconomy* Project Support: Working with Director of Programs, intern will help to develop infrastructure for national roll-out including website materials and peer support structures. Additional activities will include interviewing participants and writing stories and blogs. Interest and familiarity with new economic models a plus. (<http://www.transitionus.org/reconomy-project-building-resilient-local-economies>)
- *Transition Stories* Project Support: Working with Special Projects Coordinator, this intern will support in “harvesting” and sharing stories from the Transition Movement, communicating with leaders all around the country, editing their stories, and bringing them together in an accessible way. This will include work with video as well as text. Model: <http://www.transitionus.org/event/21-stories-transition-rob-hopkins>
- *Community Resilience Challenge* Project Support: Intern will support Special Projects Coordinator to help promote and execute the May 2016 Community Resilience Challenge, in which people register and carry out actions that increase resilience in their communities across the country. <http://communityresiliencechallenge.org/>
- *Assessing Resilience in Communities* Project Support: Intern will support Director of Programs to finalize and pilot the “Assessing Resilience in Communities” project, a participatory tool to engage community stakeholders in collectively identifying resilience indicators as well as key areas of community vulnerability, and accordingly, prioritizing projects to build local resilience. More info: <http://www.transitionus.org/indicators-assessing-resilience-communities>

Qualifications:

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4. Fundraising & Grant-Writing Internship

As a registered 501c-3 nonprofit, Transition US is constantly in need of funding, which has historically come from both individual donations and foundation grants. This kind of fundraising activity is essential to the workings of most nonprofits – so if you're interested in the field of nonprofit work, this could be a great entry-level experience. *Fundraising & Grant-Writing Interns* will help the TUS Executive Director and staff to identify and apply for grants, create and maintain relationships with donors, and engage in other creative fundraising approaches.

Primary responsibilities:

- Research and locate grants for which our organization is eligible
- Draft written material to be used in grant applications
- Locate new potential donors, and maintain relationships with existing donors
- Contribute to TUS strategic fundraising plan
- Design, promote and produce special fundraising & outreach campaigns/events
- Reach out to potential sponsors and strategic partners for fundraising collaboration
- Explore strategies for increasing donor participation in TUS activities & development

Qualifications:

- Responsible, organized, and detail-oriented
- Great written and verbal communication and people skills, in person and on the phone
- Quick learner, comfortable taking responsibility for tasks with minimal supervision
- Familiarity with impacts of climate change, resource depletion and economic sustainability – and a passion to make a change for the better
- Excellent computer skills, including Google Drive, Word, and Excel
- Interest in developing grant-writing, fundraising, and nonprofit management skills

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5. Information and Database Management Internship

With *Transition* efforts in over 158 US cities (and additional sustainability- and transition-related activity happening just about everywhere across the country), we manage a large network and a lot of information. If your background is in information management, including the organization of databases and spreadsheets, this may be the right internship for you.

Our *Information and Database Management Intern* will work with the Communications Director and Director of Programs to coordinate the ongoing process of compiling and organizing information about our national network, to create a more effective and vibrant national movement of Transition Towns.

Primary responsibilities:

- Improve and maintain databases of Transition Initiatives and local leaders nationwide
- Review past surveys, integrate information into databases, develop new surveys
- Help migrate databases into Salesforce or a similar data management program
- Maintain databases for donors and other contributors to the Movement
- Identify gaps in our information systems and work to fill them
- Use information from databases to populate maps, directories, and other resources

Qualifications:

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6. Transition Research, Writing & Blogging Internship

The national Transition US network is connected in a variety of ways – including our e-newsletter, website, blogs, social media pages, email lists, and other related communities and platforms out there. TUS is seeking interns to help with the basics of communicating: writing blog posts and articles, and researching and compiling useful related materials to populate our social media pages and website. The *Transition Research, Writing, and Blogging Intern* will work with the Communications Director to make ongoing contributions to our web and social media presence, both through writing and publishing original pieces, and re-posting relevant related works by other authors. This will include organizing and sharing video and other multimedia resources, and helping link our readers to the interconnected world of resilience-related work being done out there in our wider community.

Primary responsibilities include:

- Update website, newsletter, and other publications with new articles
- Research aspects of Transition and write original articles and blog posts
- Help to maintain a vibrant presence across social media platforms, including Facebook, Twitter, Instagram and others
- Find and post relevant stories and links on our various pages out there
- Help to identify and manage volunteer bloggers from around the Movement
- Improve user-end experience of newsletter, website and other TUS resources

Qualifications:

- Responsible, organized, and detail-oriented.
- Quick learner who is comfortable taking responsibility for tasks
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7. Design Your Own Internship

Has this inspired you to imagine your own unique contribution to the Transition Movement? If you are working on a related project or field of study, and you think we might be a good fit, please include in your application an expanded cover letter, describing what it is you'd like to create and how we can be of service to each other!

We have worked with students from a variety of backgrounds, and have helped to co-design internship and service-learning experiences that directly meet the needs of the student while making a unique contribution to the Movement!

By way of example, we were recently approached by a graduate-level student who was interested in a full-year project for school credit to design interactive “story maps” with information from Transition initiatives all around the country. This was different from the “official” internships we offer, but fit right in with our vision of sharing Transition stories in an attractive and easy-to-use platform. This student contacted us with a proposal, and our partnership took off from there.

Whatever your program of study requires you to do for internships or service learning, you are invited to consider working creatively with Transition US to enhance our movement toward thriving resilience in communities across the country and around the world, and to improve your abilities as an agent of positive change!

Primary responsibilities:

- Do something unique or creative that will somehow benefit the Transition Movement!

Qualifications:

- Responsible, organized, and detail-oriented.
- Quick learner who is comfortable taking responsibility for tasks with minimal supervision.
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