

New Jersey School of Conservation Internship Job Description



ABOUT THE NEW JERSEY SCHOOL OF CONSERVATION

The New Jersey School of Conservation (NJSOC) is offering paid intern opportunities to those candidates interested in a position involving environmental education, support of onsite field research, completion of a pre-determined capstone project and assistance in daily operations and administrative functions of our education programs.

Located on a 240-acre tract of land in Stokes State Forest in Sussex County, New Jersey, the NJSOC is our nation's oldest year-round residential environmental education center. NJSOC has a long and celebrated history, beginning in 1949. It has played a key role in the development of the environmental education movement, and has served as a model for environmental centers throughout the world. The NJSOC's resident programs and summer camps have served more than 500,000 students, teachers, masters and doctoral candidates, faculty and visiting professionals from every walk of life through workshops and environmental education programs offered at the NJSOC over its long history.

In addition to providing programs for students, NJSOC conducts teacher training workshops to facilitate connections between experiential education and classroom learning. Areas of focus include climate change education, biodiversity and citizen science and social emotional learning.

The NJSOC also serves as the northern NJ field station for Rutgers University and onsite research contributes to our ongoing understanding of how humans impact natural systems. There are often multiple ongoing research projects happening onsite that are integrated into the education programs.

JOB DESCRIPTION

The Internship will provide an opportunity for a successful candidate to employ interpretive, outreach and administrative skills to:

- (1) complete pre-determined "capstone" project mutually agreed upon by intern and NJSOC staff
- (2) implement educational and interpretive programs highlighting the natural and cultural features found at the NJSOC

- (3) support onsite field research projects
- (4) assist with the daily operations and coordination of facilities at NJSOC
- (5) perform a variety of administrative and technical duties in support of the organization

PRIMARY DUTIES AND RESPONSIBILITIES

Program Promotion, Development, Facilitation and Assessment

- Lead students through multi-day, hands-on, experiential learning in outdoor settings.
- Create original and innovative interpretive materials, activities and curricula that align with state and national standards.
- Cultivate an inclusive learning environment by delivering culturally relevant content, presenting multiple and balanced perspectives and connecting instruction to participants' lives and community.
- Manage students' physical safety in outdoor settings using sound judgment and applying appropriate risk management decisions.
- Assess and document student learning and program outcomes.
- Assist with the development and management of content for the NJSOC website, social media and e-blasts.
- Assist with communications during onsite and community outreach events.
- Assist with ongoing research projects, as available.
- Support an ongoing biological inventory of the site.
- Establish and maintain respectful, supportive and compassionate relationships with staff, volunteers and participants.
- Model responsible environmental behavior.
- Fulfill other duties as assigned.

QUALIFICATIONS

- Entry level knowledge of natural history and inquiry-based, multi-disciplinary science.
- Possession of the social and emotional skills necessary to build rapport and positive relationships with people of all ages, backgrounds, abilities, cultures, orientations, identities and communities.
- Ability to perform physically challenging work outdoors in all weather conditions on uneven terrain. Ability to lift and carry 40 pounds.
- High level of digital competency in various media including; Word, Excel, PowerPoint, Facebook, Instagram, Canva, etc.
- A willingness to be coached and openness to feedback.
- Commitment to equity and inclusion within our community.
- Excellent organizational and planning skills.

COMPENSATION

Compensation for this 12 week internship includes \$18/hr for a 25hr work week, access to campus resources including onsite housing (as available) and dining hall meals (as available). In addition, this position offers an opportunity to work and grow in a spectacular location within a progressive community.

HOW TO APPLY

Submit a letter of interest and resume to Director of Education, Tanya Sulikowski tsulikowski@njsoc.org by April 3, 2026.

The NJSOC values a diverse workplace. People of color and those from economically disadvantaged communities are particularly encouraged to apply. NJSOC is an equal opportunity employer and does not discriminate in hiring on the basis of race, color, sex, gender identity, sexual orientation, religion, national origin, age, marital status, disability, veteran status, or any other legally protected characteristic.