



JOB DESCRIPTION

Title: Restoration Intern
Department: Restoration
Status: Part-Time Temporary Position
Reports to: Restoration Coordinator
Work location: FOTR headquarters in Plymouth, MI
Stipend: \$2,250 (\$15/hr for 150 hours)

Friends of the Rouge (FOTR), founded in 1986, is a nonprofit organization dedicated to restoration and stewardship of the Rouge River ecosystem through education, citizen involvement and other collaborative efforts. The Rouge River is one of the nation's most polluted waterways and is located in the Metropolitan Detroit area of southeastern Michigan. The Rouge has been the focus of intensive federal, state and local restoration efforts.

**See the last page of this job description for our Mission, Vision and Core Values that drive the core of our work.*

Position Background

Friends of the Rouge works to solve pollution problems for the Rouge River by putting nature to work. This means replacing asphalt, concrete, or lawns with green features that solve problems, like rain gardens, trees, native habitat gardens, wetlands, and much more. Practices like these help filter water and air pollution, cool hot summer temperatures, reduce flooding, and help tackle the climate crisis. To achieve these goals, Friends of the Rouge helps residents, communities, and businesses make a difference in their own neighborhoods.

DEIJ Statement

Friends of the Rouge strives to increase diversity, equity, inclusion and justice in all elements of our work to serve the Rouge River Watershed and its communities. We strive to carry out our work with inclusivity by recognizing and understanding the social, economic, historic and political context that shaped the Rouge River Watershed landscape and communities. In order to meet our mission to restore, protect and enhance the Rouge River watershed through education, stewardship and collaboration - we must approach our work with understanding of the opportunities and challenges of our partners and those we serve. Successful candidates will demonstrate a commitment to an organization that requires staff time to maintain the culture of both participatory decision-making and support for colleagues to achieve their best.

This position is a great fit for anyone with a passion for environmental restoration. For undergraduate or master-level students, this position offers additional developmental opportunities, as outlined below under "additional tracks."

Position Responsibilities Overview

Duties for the Restoration Intern may include, but are not limited to, the following:

- Support green stormwater infrastructure education and outreach, including implementation of best management practices in Detroit and the Rouge River watershed
- Prepare for and participate in the development and facilitation of rain garden educational webinars, workshops, seminars and other educational programming
- Support volunteer events such as rain garden installations, maintenance, tours or work days, including organizing and supervising volunteers
- Develop training, marketing and outreach material for Restoration programming
- Place orders and pick-up supplies for Rain Garden projects, including but limited to, native plants, soil amendments, mulch, downspout extensions, drainage materials, tools, etc.
- Participate in community meetings related to Rain Garden education and installation
- Maintain FOTR tools, trailer, vehicle and storage areas
- Track program participants and project information in database(s)
- Perform grant writing, tracking and reporting activities
- Participate in fundraising events
- Track all hours worked and submit timesheets bi-weekly
- Provide additional support to other FOTR programs as requested
- Other duties as assigned

<p>Important Dates</p> <p>Position Timeframe</p> <ul style="list-style-type: none">● April 1-June 30, 2021● 15-20 hours/week minimum <p>Required Availability</p> <ul style="list-style-type: none">● Sat April 24● Sat May 15

Necessary Qualifications

- Passion for environmental restoration
- Commitment to learning and applying new skills
- Proactive team player
- Excellent communication skills
- Able to multitask, prioritize and maintain attention to detail
- Customer service skills
- Reliable transportation
- Ability to effectively and independently use Microsoft Office and Google Apps
- Willing to work a flexible schedule including some evenings and weekends

Preferred Qualifications

- Special knowledge or skills related to one or several tracks identified below.
- Knowledge of plants native to southeast Michigan.
- 1 year experience installing rain gardens or other landscape features.
- Understanding of the hydrologic cycle.
- Experience working with volunteers.
- Arabic language skills and/or demonstrated success working in communities of Middle-Eastern descent, or demonstrated fluency working in cross-cultural contexts.

Dependent upon interest and skill, the following opportunities are also available to interns.

Landscape Design Track—Job Duties & Responsibilities

For potential interns with an educational background, aptitude, or interest in landscape design, additional job responsibilities / training opportunities may be available as follows:

- Conduct site assessments, develop rain garden designs, produce construction documents for engineer review and planting layouts utilizing native plants
- Conduct soil borings and topographic surveys
- Develop marketing and promotional graphics
- Support and mentor residents in designing rain gardens or other conservation landscapes

Environmental Justice Track—Job Duties & Responsibilities

For potential interns with an educational background, aptitude, or interest in environmental justice, additional job responsibilities / training opportunities may be available as follows

- Develop tree education materials intended for Arabic speakers and engage and support community members to participate in subsidized tree planting program
- Engage in community asset mapping exercises to work with key environmental justice communities in South Dearborn

Business Operations Track—Job Duties & Responsibilities

For potential interns with an educational background, aptitude, or interest in business management, additional job responsibilities / training opportunities may be available as follows

- Provide operations, marketing, and staffing support for 2nd year social enterprise operations at Friends of the Rouge (see <https://therouge.org/store>), which in 2020's inaugural year developed \$50,000 in revenue for rain barrels, native plants, consultations, and other products or services.
- Evaluate existing programming and provide process improvement recommendations
- Participate in planning efforts with regional partners to develop the Rouge social enterprise pilot into a regional model. In addition to networking, this may include assistance managing RFPs for business planning services, engaging with consultants, reviewing proposals

Geospatial Data Sciences Track—Job Duties & Responsibilities

For potential interns with an educational background, aptitude, or interest in geospatial data sciences (GIS), additional job responsibilities / training opportunities may be available as follows

- Working in ArcGIS Online, manage and improve Rouge data resource available at <https://therouge.org/map/>. Adapt data presentation for general audiences, update census data, incorporate an option to include adjacent watershed areas, and develop a system for tracking environmental justice challenges
- Revise Rouge Story Map developed by students and prepare for use on Rouge website

- Working in ArcGIS Online, assist development, implementation, and management of new Survey123 form and dashboard for regional Green Infrastructure tracking engine, demo available at: <https://therouge.org/GSI-map-test>

Education Track—Job Duties & Responsibilities

For potential interns with an educational background, aptitude, or interest in environmental education, additional job responsibilities / training opportunities may be available as follows:

- Develop articles covering single-topic environmental restoration opportunities relevant to residents.
- Support established environmental education programming related to rain gardens, e.g. Rain Gardens 101 and Master Rain Gardener Training Program
- Working in WordPress, revise and enhance existing educational articles/features, including the Rouge Our Watershed Page and creating a landing page for the Rouge Creature Feature and Flora Feature article series.
- Develop curriculum materials pertaining to WordPress articles or for additional restoration topics such as “Gardening for bees/butterflies/birds,” “Gardeners Tackling Climate Change,” etc., targeting youth or adult audiences.

Physical Requirements

Office work will include extended periods of time sitting while using a computer. Some physical lifting is required (up to 30 lbs.). Outdoor work may involve walking on uneven ground and steep slopes along the river and bending over during plantings. Position also requires the ability to use manual gardening equipment (i.e. shovels, rakes) to do outdoor labor in a natural or cultivated garden setting. This position requires driving a vehicle with enclosed trailer attached.

Work Environment

This position is primarily an office position (in 2021 expected full time at home work) with occasional outdoor work. Outdoor work occurs in all seasons. Flexible hours and work from home options are negotiable.

Nondiscrimination Policy

It is the policy of Friends of the Rouge (FOTR) to provide equal membership, employment and service opportunities to all eligible persons and to administer personnel policies and practices in accordance with all applicable laws.

We do not discriminate on the basis of race, ancestry, creed, religion, color, personal appearance, national origin, citizenship, age, sex, sexual orientation, marital status, parental status, family responsibilities, and the presence of any sensory, physical or mental disability, learning disability, matriculation, membership in any labor organization, lawful source of income, political affiliation, or political ideology.

Application Instructions

All interested parties are invited to submit 1) a resume, 2) three references, and 3) a cover letter indicating why you are interested in this position and that describes your experience and interest in the position. Please submit as a single PDF file of all three in the following format: **Your Full Name_FOTR_Restoration Intern_Application**. *Incomplete applications will not be considered.*

Mail/e-mail to: Matthew Bertrand, Restoration Coordinator, mbertrand@therouge.org. Deadline for submission: **Sunday, March 7, 2021. 11:59 p.m.** Early submissions will be evaluated on a rolling basis. Late submissions will not be considered. No phone calls please.

Updated: November 13, 2020

MISSION

To restore, protect, and enhance the Rouge River watershed through stewardship, education, and collaboration.

VISION

We envision a future where a clean and vibrant Rouge River is the center of our community. Individual and community actions protect and improve the health of the Rouge River, assuring that its natural, economic, and recreational value enhances the quality of life in the Rouge River ecosystem.

CORE VALUES***Integrity***

We ensure public trust by acting with honesty, transparency, ethicality and fiscal responsibility in all actions regarding the watershed and our community.

Stewardship

We commit to protecting and enhancing the watershed and improving the lives of the community through their interaction with the river. Our focus is on enhancing, monitoring and conserving the ecological health of the watershed for the benefit of all members of the community and future generations.

Education

We encourage protection and restoration of the Rouge River by providing opportunities that offer hands-on-immersive learning opportunities. We involve the public and promote engaged and educated stakeholders in the Rouge River watershed.

Evidence based decision making

We provide and utilize evidence based decision making in our promotion of Rouge River restoration and stewardship. We deliver reliable and verified information to watershed stakeholders in order to evaluate the watershed, determine priorities and prioritize restoration efforts.

Community collaboration

We team with individuals, businesses, government, non-profits, citizen groups, and other community organizations for the creation of a strong network of champions.

Quality of life

We provide communities with the ability to personally, economically, and ecologically benefit from the Rouge River by transforming how the river is perceived, accessed, and appreciated.

Diversity-Equity-Involvement

We strive to recruit and retain membership, leadership and staff who reflect the diversity of the communities in which we serve. We believe that the entire community benefits when everyone has equal access to information, programs, services and activities.

Terms of Employment – At-Will Employment Status

All persons employed by FOTR, regardless of classification status, are employed on an “at-will” basis. As such, employment can be terminated with our without cause, and with or without notice, at any time, at either your option or the option of FOTR. No supervisor, coordinator, manager, or other representative of FOTR other than the Executive Director has the authority to enter into any agreement or contract for employment for any specified period of time. The provisions contained in this policy supersede any and all previous oral or written statements or representations that have been made by FOTR or by someone purporting to represent FOTR. Employees should be aware, while FOTR employees are required to participate in regular performance evaluation; this evaluation process is not intended to be a means of creating legal rights and does not affect the “at-will” nature of the terms of employment.