

INTERNSHIP DESCRIPTION and WORK PLAN July 2021

The Utah Population and Environment Council (UPEC) seeks a student intern for the fall 2021 semester.

The intern will work with the Utah Population and Environment Council to coordinate our social media and monthly email newsletter, including producing original content related to population and the environment. The intern will serve as the web editor (an outside company does the technical work) and manage our email list. She or he will also work to promote UPEC's ongoing initiatives, including our white paper, entitled "Utah's Fertility Decline: Richer Lives for All," and our YouTube video. (These efforts may be explored on the Council's website at www.utahpopulation.org.) Virus-dependent, the intern will help organize a public event. Finally, the intern will write original editorials and submit them to various news outlets.

The Utah Population and Environment Council is a private non-profit organization founded in 1997. We envision a sustainable, healthy, and happy human population living in harmony with the natural environment. For more than a quarter century, UPEC has undertaken various efforts to help citizens and students in Utah understand that human population growth harms the natural environment and erodes our quality of life in myriad ways.

The intern should be self-motivated, possess social media and computing skills (knowledge of MailChimp is a plus), enjoy working with people, have the capacity to promote and organize various activities and events, write well, and be able to communicate and summarize environmental, scientific, and demographic information effectively for a variety of audiences.

The intern will work approximately nine hours a week for 15 weeks (approximately August 30 to December 12). The intern will report to the chair of UPEC and will work with additional board members in charge of various projects. The intern will work during the times most convenient for him/her. However, the intern will need to be available for various meetings and events or other specific efforts. Also, the intern will be expected to attend monthly board meetings.

The following work plan will guide the intern, although this may be revisited if projects are completed early or take unexpectedly long, or if other needs arise. The intern is encouraged to ask for help or feedback whenever needed. The intern will primarily interface with the board member who oversees the web and social media. In addition, this board member, the UPEC chair, and the intern will meet about halfway through the internship to revisit this work plan, if necessary. At the end of the internship, the board member, chair, and intern will have an exit interview to wrap up work and review the semester.

Goal 1: Familiarize self with the Utah Population and Environment Council, its mission, and its initiatives, particularly the white paper, our webpage, and our social media efforts. Start Date: first week. Due Date: Not applicable, but, in order to understand and enjoy the semester, the intern should spend the first few days of the internship reviewing UPEC's activities as well as the broader issues and organizations surrounding population/environmental concerns.

Goal 2: Promote the efforts of the Utah Population and Environment Council via our webpage and social media, with the goal of increasing usage by at least 25%. Share outside content (with some original content) at least once a week. Work to keep our email list current. Weeks: two through 14.

Goal 3: Conceptualize and help draft our monthly MailChimp newsletter. Weeks: two through 14.

Goal 4: Help prepare and submit two letters to the editor for major newspapers. Weeks: three through 14.

Goal 5: Be responsible for organizing at least one public UPEC event, to be held in December. This task will include help conceptualizing, planning, and hosting the event. Weeks: three through 14.

Goal 6: Help conceptualize and develop a UPEC presentation/campaign suitable for classrooms or other educational venues. Weeks: three through 14. The specific format will be decided upon by the UPEC Board in conjunction with the intern.

Goal 7: Suggest, in writing, goals and activities for UPEC for 2022 and beyond. The intern will provide a final written report during week 15.

Payment: UPEC will pay the student intern \$2,000 for her or his work. \$1,000 will be paid at the mid-point review, and \$1,000 will be paid at the conclusion of the internship.

To apply: Please provide a cover letter as well as a résumé to Wayne Martinson, UPEC Chairperson, waynemartinson@utahpopulation.org