



Job Description: DEI Programs Intern 2024

Reports to: Executive Director

Location: Remote (Residents of VT, NY, PA, OH, MI, WI, MN, ND eligible)

About NCTA: The mission of the North Country Trail Association (NCTA) is to develop, maintain, protect and promote the North Country National Scenic Trail as the premier hiking path across the northern tier of the United States through a trail-wide coalition of volunteers and partners. The NCTA is a 501(c)(3) nonprofit organization that partners with the National Park Service to unite individuals, affiliated trail groups, local Chapters, corporate sponsors and others linked in support of building and maintaining the North Country Trail and telling its story. We value just, diverse, equitable, and inclusive trail experiences and are committed to these principles for everyone's enjoyment of the North Country National Scenic Trail. We strive to better include those who experience barriers to trails by prioritizing equitable solutions to ensure all can connect to and care for the Trail in a way that is meaningful for them.

Position Summary: The DEI Programs Intern at the North Country Trail Association (NCTA) plays a crucial role in supporting various organizational programs, with a particular focus on advancing diversity, equity, and inclusion (DEI) initiatives to ensure everyone finds a place they belong on the North Country National Scenic Trail. Working closely with our dedicated team, the intern will contribute to the implementation of our strategic goals and action plans across key operational areas.

Priorities:

1. **Overall Program Support:**
 - Assist in the coordination and execution of NCTA's program activities.
 - Conduct research, compile data, and contribute to reports as needed.
2. **DEI Learning:**
 - Create avenues for Board, Staff and Volunteers to engage in DEI learning.
 - Help collect and deliver educational resources and training materials on succession planning for volunteer Chapters.
3. **Community Engagement:**
 - Work with NCTA's DEI committee to promote JEDI grant opportunities to diverse stakeholders to foster relationships and partnerships with grantees.
 - Support efforts to broaden our outreach and increase community involvement.

Qualifications:

- Demonstrated interest in environmental conservation, nonprofit management, or related fields.
- Strong organizational skills with the ability to manage multiple tasks and deadlines.
- Excellent communication skills, both written and verbal.
- Proficiency in Microsoft Office and Google suite of products.
- Commitment to and understanding of diversity, equity, and inclusion principles.

Hours and Pay: This is a part-time, term-limited contractual position averaging 20 hours/week with a start date in August/September through the end of the year. Flexible start date and schedule offered. Pay is \$15/hour. Position ineligible for benefits.

Application Instructions:

To apply, please submit a resume, cover letter outlining your interest and qualifications, and contact information for two professional references to hr@northcountrytrail.org. Applications will be reviewed on a rolling basis through Monday August 19th, 2024. The North Country Trail Association is an equal opportunity employer committed to diversity in the workplace. We encourage individuals from underrepresented groups to apply.