

## COOL SCHOOLS PROGRAM INTERN Job Description

*Reports directly to:* Cool Schools Project Manager

*Classification:* Full-time permanent; exempt

*Supervises:* N/A

*Salary Scale:* Salary is commensurate with experience

The Texas Trees Foundation is currently seeking a motivated **Cool Schools Program Intern** to support our STEAM-based, urban forestry-focused, outdoor learning initiative. This position will play a vital role in assisting in the planning and execution of outreach and engagement events, under the oversight of our Cool Schools Engagement Coordinator, working closely with school district staff, students, and community members.

**Position Description:** The Cool Schools Program Intern plays a crucial role in connecting with community members and promoting the Cool Schools Program in Dallas. They collaborate closely with the Cool Schools Engagement Coordinator to organize outreach events targeting communities within a half-mile radius of Cool Schools Neighborhood Parks. These parks, located on school campuses, are accessible to the public after school hours. The intern gathers input from school and community members regarding park features like playground equipment, community murals, and other artistic elements, as well as park programming. Additionally, they work with Texas Trees Foundation's (TTF) community engagement team to facilitate community meetings and stakeholder design charrettes and assist with the TTF afterschool program.

**Organization:** Texas Trees Foundation, a 501(c)(3), serves as a catalyst in creating a new green legacy for North Texas through transformational, research-based plans that educate and mobilize the public to activate the social, economic, environmental, and health benefits that trees and urban forestry provide for a better quality of life. The Mission of the Texas Trees Foundation is (i) to preserve, beautify and expand parks and other public natural green spaces, and (ii) to beautify our public streets, boulevards, and rights-of-way by planting trees and encouraging others to do the same through educational programs that focus on the importance of building and protecting the "urban forest" today as a legacy for generations to come.

*This job is ideal for students and individuals with a background in environmental science, forestry, urban planning, education, community engagement, or related fields passionate about sustainability and hands-on community work.*

### **Responsibilities:**

- Help manage event logistics, including scheduling, registration, and communication with participants.
- Assist in tabling events, representing TTF and the Cool Schools Program, at outreach events, including setup and breakdown of equipment at events and interacting with participants.

- Pickup and delivery of engagement items (retrieving landscape plans from our landscape architects, flyers/banners from print shop, etc.)
- Assist in developing event materials, such as flyers, presentations, and handouts.
- Assist in recruiting students to participate in our Cool Schools afterschool program, working primarily with high school age students.
- Assist in facilitating our Cool Schools afterschool program by attending sessions (approximately 4:00-6:00 PM) and helping to set up and prepare for each lesson.
- Assist in the promotion of events through various channels, including social media, email newsletters, and distribution of materials in communities.
- Assist the Engagement Coordinator with updating social media sources with new content.
- Provide administrative support as needed, including data entry, managing email correspondence, and collecting participant information.
- Exemplify TTF values and adhere to TTF policies and processes.
- Positively reflect TTF when communicating with community members and partners.

**Required Qualifications/Skills:**

- Exceptional communication and facilitation skills.
- Ability to relate to a diverse range of people and exercise cultural competence and inclusion.
- Excellent writing skills.
- Must be able to attend functions and activities outside of business hours including evenings and some Saturdays.
- Must have a valid driver's license
- Must be able to pass a background check that allows you to work on school campuses.
- Ability and willingness to learn new skills and abilities
- Ability to work outside in a variety of heat and weather conditions
- Must be able to pass a background check that allows you to work on school campuses

**Preferred Qualifications:**

- Proficiency in Spanish and English.
- Experience working directly with the public.
- Proficiency with Microsoft Office suite (Word, Excel, Outlook, PowerPoint, etc.)
- Proficiency with Canva or other creative illustrator software.
- Knowledge in urban forestry or outdoor education.

**Work Hours/Compensation:**

This part-time position involves in-person work at our Dallas office and onsite visits to schools and community centers, averaging 20 hours per week.

**To Apply:** Send resume and cover letter to Lindsay at [Lindsay@texastrees.org](mailto:Lindsay@texastrees.org).