INTERNSHIP DESCRIPTION and WORK PLAN July 20, 2020

The Utah Population and Environment Council seeks an intern for the fall 2020 semester.

The intern will work with the Utah Population and Environment Council (UPEC) to help promote and develop two major initiatives: our Small Families Campaign, and our white paper entitled “Utah’s Fertility Decline: Richer Lives for All.” These efforts may be explored on the Council’s website at [www.utahpopulation.org](http://www.utahpopulation.org). The intern will also coordinate UPEC’s social media, including producing original content related to population and the environment.

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 skills, work well with people, have the capacity to promote and organize various activities and events, 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 27 to December 14). The intern will report to the acting chair of UPEC, and will interact with board members. 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. At a minimum, the acting chair will talk with the intern at least once per week for updates and mentoring. In addition, the acting chair and intern will meet about halfway through the internship to revisit this work plan and adjust it as necessary. At the end of the internship, the chair and intern will have an exit interview to wrap up work and discuss how the semester went.

Goal 1: Familiarize self with the Utah Population and Environment Council, particularly the Small Families Campaign and the white paper. 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 information about UPEC as well as the broader issues and organizations surrounding population/environmental concerns.

Goal 2: Promote the efforts of the Utah Population and Environment Council on our webpage and social media. Weeks: two through nine. Prepare original articles, as well as share outside content at least two times per week. Help prepare and submit at least two letters to the editor for major newspapers.

Goal 3: Monitor UPEC’s website and social media platforms with the goal of increasing usage by at least 50% over the nine-week period.

Goal 4: Be responsible for organizing at least one public UPEC event (if only via Zoom!). Weeks: three through eight. This task will include help with deciding on the presentation/event, publicizing and hosting the event, and updating the e-mail list for UPEC.

Goal 5: Help organize at least two presentations regarding UPEC to classrooms, or other educational venues. Weeks: three through eight. The specific presentations will be decided upon by the UPEC Board in conjunction with the student intern.

Goal 6: Suggest in writing goals and activities for UPEC for 2021 and beyond. Being aware of this goal starting from week one, the intern will provide a final written report provided during week 9.

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.