



## Maryland Forestry Foundation

124 South Street #3

Annapolis, MD 21401

[www.marylandforestryboards.org](http://www.marylandforestryboards.org)

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### MEL FELLOWSHIP POSITION ANNOUNCEMENT for the Natural Resources Careers Camp

Applications must be received by **September 30, 2016**.

Award to be announced by October 15, 2016.

Application can be downloaded from our website: [www.marylandforestryboards.org](http://www.marylandforestryboards.org).

**Completed application, resume and letter are to be emailed to [Balinski.dawn@gmail.com](mailto:Balinski.dawn@gmail.com).**

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**The Maryland Forestry Foundation is calling for applications to fill a Mel Fellowship position for the period from November 1, 2016 – June 30, 2017.**

- Requirements:** Applicant must be a college student currently enrolled in a natural resource career field and must be willing to spend an estimated 10-20 hours/week working on behalf of the Foundation.
- One **Letter of Recommendation** must be received from a professor in a natural resources field. The letter should verify the student's enrollment in the college and should speak to the student's career interest and their ability to manage a fellowship workload. The letter must be sent from the professor's email to the email address listed in the instructions.
- Applicant must be proficient in Word, Excel and Acrobat. Knowledge of photo-editing software a plus.
- The position will require infrequent travel to Annapolis and to locations around the state – most work can be carried out from your home base.
- Job Overview:** Develop promotional strategies, procedures and materials designed to increase high school student enrollment in NRCC and to raise awareness of the camp throughout the Mid-Atlantic states. Please visit the website above to learn about the Natural Resources Careers Camp held annually the last week of July in Garrett County, Maryland. A detailed job description can be found in Appendix A.
- Remuneration:** \$14,000 total stipend, paid out monthly, based on mutually agreed upon goals and deliverables for each month. Monthly reports must be submitted listing accomplishments and work-in-progress.
- Instructions:** Complete the **Application** (fillable pdf) and email to the Treasurer, Dawn Balinski, at [balinski.dawn@gmail.com](mailto:balinski.dawn@gmail.com) along with a **Resume**. Have a professor send the **Letter of Recommendation** to the same email address. All documents should be sent by Sept. 30. An acknowledgment of receipt will be sent to the student.



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## **APPLICATION**

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Student applicant:

\_\_\_\_\_

Last name

\_\_\_\_\_

First name

College in attendance:

\_\_\_\_\_

\_\_\_\_\_

City

\_\_\_\_\_

State

\_\_\_\_\_

College start date

\_\_\_\_\_

Month/Year of expected graduation

Note: List any other colleges attended in written section on next page.

\_\_\_\_\_

Cum GPA

\_\_\_\_\_

Current major/minor

Career interest:

\_\_\_\_\_

List field(s) or job title(s) of interest to you

Contact info:

\_\_\_\_\_

Email address

\_\_\_\_\_

Phone

\_\_\_\_\_

Street address

\_\_\_\_\_

City, State, Zip

NRCC attendance:

\_\_\_\_\_

If you have attended NRCC, list the year(s) and whether you attended as a student or as a counselor.



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## **APPLICATION** (Continued)

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Describe your interest in the field of natural resources, how you have put that interest into action and what college and career aspirations you have. If you have attended more than one college, please provide the attendance dates and any degrees earned. Highlight any past work experience that may relate to the job description of the fellowship. If more space is needed, attach an additional page.

**DO NOT FORGET TO ATTACH YOUR RESUME TO THE EMAIL**



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## MEL FELLOWSHIP POSITION for the Natural Resources Careers Camp

### APPENDIX A

#### Position Description

1. Work with DNR Communications staff to develop a listing, by county, of media to target (print as well as online) for outreach to potential NRCC candidates and parents.
2. Provide each local Forestry Board with instructions on how to publish promotional ads for NRCC and provide Press Releases and/or articles, complete with pictures for their use.
3. Work with DNR to increase camp promotion in State publications and websites.
4. Contact other environmental groups (Forestry for the Bay, Chesapeake Bay Foundation, etc.) to place NRCC promotion in their newsletters / publications and on their websites.
5. Work with DNR to arrange for video coverage of NRCC by Outdoors Maryland.
6. Develop a Marketing Kit that contains brochures, tabletop banners, pictures for backboards to send out to the Forestry Boards, etc. (Work with the Foundation on the fundraising for the banners).
7. Work with the Forestry Boards on developing an ongoing pipeline into the schools (annual emails to the head of Environmental Science for each county, annual e-mails to the coordinator of the Envirothon in each county, etc.).
8. Contact the major forestry operators in the state (Bartlett, Davey, Glatfelter, etc.) to begin an annual promotion of NRCC to their employees and try to enlist their support in community outreach for the camp.
9. Attend NRCC committee meetings.
10. Report to the committee based on activities and outreach.
11. Create social media accounts to promote NRCC (Facebook, twitter).
12. Attend NRCC program in July 2017.

NOTE : This list is subject to change and may contain more work than can be adequately accomplished. The Foundation will work with the student to develop a reasonable plan of expected outcomes.