

**MTM Environmental, LLC**  
**Job Description**

**Conservation Intern**

Title: Conservation Intern

Report To: Amy Gaddy, Managing Director

Office Location: Remote Services

Position Type: Internship (Varies)

Assist with project research, the development of social media and website content, marketing materials, newsletters, and other projects as needed.

**About Us:**

MTM Environmental, LLC is a Certified Woman-Owned Small Business (WOSB) offering a broad range of ecological consulting services—including wildlife surveys, vegetation monitoring, stream and wetland assessments, environmental DNA sampling, conservation planning, and drone operations. Since launching in 2021, we've completed projects across the Southeast, Midwest, and Western U.S.

We're seeking a motivated intern to support our team with a variety of tasks related to conservation, outreach, and project support. This unpaid internship offers valuable resume-building experience and a chance to learn more about environmental careers. Interns will assist the Managing Director and other staff with compiling resources for field crews, developing social media and website content, updating marketing materials, and supporting internal databases. This is a great opportunity for students or early-career professionals interested in conservation, communications, or consulting work.

**Technology and Conservation Value Research**

- Work with the Managing Director and other staff to conduct preliminary research for projects and compile resources for field crews. This may include species profiles, location information, dispersed camping information, and more, in order to support field crews across the nation.
- Work with the Managing Director and other staff to develop social media content. This includes, but is not limited to, the development of educational content, project updates, interacting with user profiles, etc.
- Work with the Managing Director and other staff to develop website content for special projects.
- Assist with marketing materials including brochure updates, newsletters, email blasts, store items, etc.
- Assist with other databases as needed.

**General Requirements:**

- Currently enrolled in an institution of higher education pursuing bachelor's degree in a related field or a recent graduate with a BA/BS or advanced degree in science-related field (biology, ecology, geology, agronomy, forestry, natural resource management, or environmental education).
- PC competence and fundamental computer programs (Word, Excel).
- Ability to work independently and manage time efficiently with multiple projects.
- Developing knowledge of current trends and practices in conservation, land management, and natural resource preservation.
- Practical problem-solving and organizational skills with attention to detail for record keeping.
- Ability to develop understanding of land management, conservation topics, citizen science opportunities, and other topics.
- Ability to communicate effectively and in a timely manner via phone and email.

**To Apply:**

If you are passionate about conservation, we invite you to apply for this exciting opportunity. Please submit your cover letter addressing your interest and qualifications, your CV or resume, and contact information for three references to Amy Gaddy ([Amy@mtmenvironmentalllc.com](mailto:Amy@mtmenvironmentalllc.com)).