



Texas Wildlife Association – Internship Program – Conservation Legacy Education Department

Purpose

The Texas Wildlife Association (TWA) is developing a structured internship program to provide students with meaningful, hands-on experience in conservation, outreach, and nonprofit operations. This program provides valuable student learning while also supporting TWA's Conservation Legacy Education department with defined projects.

Compensation & Benefits

- Hourly rate: \$15–20/hour, competitive with San Antonio market internships
- Eligible for academic credit as arranged with the university
- Potential for a letter of recommendation upon successful completion

Duration, Schedule & Location

- Length: Semester-based, approx. 12–15 weeks
- Start: September 2026
- Hours: 8-20 hours/week
- Schedule: Monday-Friday, 8am-5pm, may include evenings and weekends
- Location: TWA Headquarters
 - May include occasional statewide travel, reimbursable by TWA

Skills & Requirements

Required:

- Strong communication skills - written and verbal
- Microsoft Suite (Word, PowerPoint, Excel, Outlook, Teams), Adobe Acrobat, Zoom, and online/digital marketing programs.)
- Efficiently executing a detailed multi-step project/task with minimal supervision
- Physical Requirements of the position: ability to lift 40 pounds regularly, ability to constantly/frequently be mobile (stoop, kneel, crouch, reach, push, pull, and grasp), moving, or standing.

Preferred:

- Marketing and promotion skills
- Acute attention to detail, specifically metrics reporting and data
- Experience with website and social media management – WordPress preferred

Education:

- Junior or senior in Education, Science, Communications/Marketing, or related field
- 3.0 GPA minimum
- Interest in conservation, hunting, and wildlife issues highly valued

Core Responsibilities

Interns may assist with:

- Conservation Legacy Support
 - Creating print or digital marketing, i.e. e-newsletters utilizing a program such as MailChimp or producing materials using Canva
 - Creating or updating content on CL pages of the TWA website and social media pages.
 - Assisting with internal and external communications
 - Assisting with local events
 - General administrative and project support as needed, to include: data verification/entry, preparing event supplies, and mailing, as needed
- Youth Education Programming
 - Developing/constructing/updating of educational resources for TWA programs: Discovery Trunks, *Critter Connections*, Wildlife by Design, Distance Learning, Lesson Portal
 - Assisting with Land, Water & Wildlife Expedition Field Days – preparation and day-of coordination
 - Gathering school data for purposes of program marketing
- Adult Education Programming
 - Creating online event registrations
 - Assisting with programs: landowner workshops, Wild at Work, Women of the Land – preparation and day-of coordination

Onboarding & Training

- Orientation to TWA mission, programs, and organizational structure
- Training on TWA shared network, database, social media accounts, analytics tools, and content workflow

Evaluation & Success Metrics

Performance Metrics:

- Professionalism
- Quality of work
- Punctuality & Attendance

Quality Metrics:

- Meeting deadlines and collaboration standards

Evaluation Process:

- Twice a month feedback session with supervisors
- Supervisor evaluation submitted to university (if applicable)
- Intern exit feedback to refine program

Growth Opportunities

- Mentorship from Conservation Legacy directors and staff
- Development of professional portfolio