



Paid Internship Opportunity—Eight to ten weeks in duration, Summer 2017

Intern Title: Curriculum Editor Assistant

Organization: Project WILD, a program of The Association of Fish and Wildlife Agencies (AFWA)

Location: Houston, TX or Austin, TX

The Curriculum Editor Assistant internship is in Project WILD's office in Rice Village. The intern will assist in a major curriculum development project known as **Next Generation Project WILD**. The internship is for a full-time, 320 hour position over the course of eight to ten weeks. A \$2,320 stipend will be provided. The position is ideal for those seeking to further develop their expertise in editing, K-12 curriculum development, lesson plan development, environmental education, wildlife conservation, or science education. Former teachers, nonformal educators, pre-service teachers, and students (graduate and undergraduate) are encouraged to apply.

Organization Description: Project WILD (www.projectwild.org) is the largest wildlife education program in the United States. Recently, the administration of Project WILD was transferred to the Association of Fish and Wildlife Agencies (AFWA), a nonprofit organization which represents North America's fish and wildlife agencies to advance sound, science-based management and conservation of fish and wildlife and their habitats in the public interest.

As the cornerstone publication for the Project WILD program, the *Project WILD: K-12 Curriculum and Activity Guide* helps tens of thousands of K-12 educators each year throughout North America and abroad engage students in hand-on activities and projects involving the study and stewardship of wildlife and the environment. The family of WILD curriculum guides—Project WILD, Aquatic WILD, Growing Up WILD, and Flying WILD—as well as the educator professional development trainings these programs offer, are closely aligned to the education and outreach efforts of AFWA member organizations—fish and wildlife agencies in North America.

In recent years, a team of Project WILD program staff and partners completed updating and expanding the *Aquatic WILD K-12 Educators Curriculum and Activity Guide*. More recently, this team designed and developed much new content for the main Project WILD "terrestrial" curriculum guide. Efforts are now focused on finalizing content and editing in preparation for publishing this expanded "Next Generation" *Project WILD K-12 Curriculum and Activity Guide* toward the end of 2017.

Position Description: As part of the team at AFWA working on the final stages of expanding the *Project WILD K-12 Curriculum and Activity Guide*, the Curriculum Editor Assistant will focus mainly on content editing and copy editing. The Curriculum Editor Assistant will help review, analyze, research, and edit written and graphic content to help ensure quality control and the delivery of well-written activities or lesson plans. The intern will help assess texts and graphics in terms of sound pedagogy, best practices for education, core principles for conservation education, scientific accuracy, national education standards (such as Next Generation Science Standards), and well-balanced perspectives on issues pertaining to wildlife conservation. The intern will work on content targeting K-12 grade students and teachers as well as nonformal educators. The content will involve multiple academic subject areas, but with an emphasis on science education—including student-centered field investigations, STEM learning, inquiry approaches, career development in wildlife management, and outdoor

learning. The intern will also help organize and update appendices in the *Project WILD K-12 Curriculum and Activity Guide* and conduct photo searches to be published in the guide.

Throughout the internship, the intern will meet no less than once per week with AFWA's Project WILD team for a progress report and to ensure that the intern has all of the information and resources needed to complete the work. The intern will also be encouraged to solicit guidance as often as needed.

The intern placed with AFWA's Project WILD team will be encouraged to be creative and feel empowered to share innovative ways to improve the Project WILD curriculum. By completing this internship, the Curriculum Editor Assistant will gain knowledge, experience, and/or skills in:

- Copy editing
- Content editing
- Planning and organizing text and graphics for curriculum development
- Knowledge in the related fields of environmental education, conservation education, and science education
- Knowledge of nonformal and formal educator professional development systems and networks
- Knowledge of the educational publishing industry
- Researching environmental conservation issues and organizations
- Researching trends in educational methodologies
- Preparing reports, summaries, and goals for an organization
- Project WILD or related professional development training

In addition to completing the above job description, the intern will collaborate with staff members on a variety of other tasks, including assisting with preparing other publications for routine annual updates. With a small staff running a large national program, the intern will have a unique opportunity to be fundamentally involved with most aspects of program implementation, and environmental education as a whole, starting on day one. The position requires working in an office setting, at a desk, and using a computer most of the time.

Required Knowledge, Skills, and Abilities

- Writing skills
- Knowledge of general office operations
- Detail oriented and well organized
- Ability to use Microsoft Office and Excel software
- Time management skills
- Effective oral and written skills
- Research skills

Preferred Experience—Previous writing and editing experience, advanced coursework and/or experience in writing and/or editing, K-12 education, lesson planning, curriculum development, environmental sciences, or STEM education, collaborating in a team using basic Google apps.

To Apply, send a cover letter or email text, as well as a resume to Marc LeFebre, [at mlefeb@fishwildlife.org](mailto:mlefeb@fishwildlife.org). While there is no application deadline, **AFWA hopes to complete the hire for this position by June 30, 2017.**

To learn more about the work of AFWA and the Project WILD program, please visit our websites: www.fishwildlife.org, www.projectwild.org, www.flyingwild.org, www.projectwild.org/GrowingUpWILD.