



Summary

The Operations team at Forest Trends is seeking a detail-oriented and curious Operations intern for the summer of 2025. This **unpaid internship** is an excellent opportunity to gain meaningful, hands-on experience at a global, mission-driven nonprofit operating at the forefront of environmental finance and policy.

Forest Trends is a lean and agile organization, which means interns play a real role in advancing our work. You will have the chance to sharpen your professional skills while contributing to impactful projects that address some of the most urgent environmental and social challenges of our time. Whether you're analyzing data, supporting communications, contributing to research, or participating in meetings, you'll gain firsthand insight into how international environmental initiatives are shaped and implemented.

About Forest Trends

Forest Trends is an international nonprofit organization focused on driving financial innovations that bring value to nature. We work through demonstration projects, coalition-building, and producing high-quality research and analysis that can support new investments in nature-based solutions to climate change, water risk, and other environmental challenges.

How to Apply

If you're excited to learn, collaborate, and make a real difference, we encourage you to apply by sending your **resume and letter describing why you are interested** in this opportunity to cv@forest-trends.org.

Title: Operations Intern

Team: Operations Department

Reports to: Director, Operations

Location: Hybrid (1203 19th Street NW, Washington DC 20036)

Compensation: This is an **unpaid internship**. Forest Trends will work with your school or university to help you obtain academic credit, if eligible.

Eligibility: This internship is open to **current students** enrolled in a college or university degree program. Please note that for candidates located in the US, work authorization is required.

Hours per week: 20 hours per week

To apply: Submit your cover letter and letter of interest to cv@forest-trends.org

Position Summary:



PIONEERING FINANCE FOR CONSERVATION

We're seeking a detail-oriented and curious Operations Intern to support key administrative and organizational projects. This is a great opportunity to gain hands-on experience in nonprofit operations, HR processes, and fundraising infrastructure.

Key Responsibilities:

- Help digitize and organize HR files — learning what documents are essential, why they matter, and how compliance works
- Explore what makes an office run smoothly through behind-the-scenes support
- Assist in building a database of past and potential grants to support future fundraising efforts
- Gain insight into internal hiring processes and document retention practices
- Other duties as assigned

Desired Qualifications & Skills:

- Strong communication skills
- Interest in nonprofit management, HR, or operations (a passion for environmental issues, policy, or international development is a plus)
- Attention to detail and ability to manage multiple tasks
- Proficiency with Microsoft Office (Excel, Word, PowerPoint)

Professional Development Opportunities:

- HR and compliance basics in a nonprofit setting
- How internal systems support an organization's mission
- Fundraising research and data organization
- Cross-functional collaboration and project management
- Mentorship and one-on-one support from Forest Trends staff
- Final presentation to Forest Trends staff on intern's work and key takeaways