



## Frequently Asked Questions

### Ted Smith Conservation Internship Program

#### **The online application system asks for an Organization Name and Tax ID number. What should I enter here?**

In both the text box that asks for "Organization Name" and the one that asks "EIN/Tax ID" please enter N/A.

#### **When is the deadline for the internship application?**

The deadline for applications is February 16, 2024 at 11:59PM AKST. The same deadline applies to letters of recommendation. Late submissions will not be accepted.

#### **My recommender prefers to send my letters or recommendation separately. Is that possible?**

Yes. You may have them email their recommendations in PDF form to [adalton@alaskaconservation.org](mailto:adalton@alaskaconservation.org)

#### **I'm applying for multiple positions, should I submit a cover letter for each position?**

Submitting one cover letter that highlights your strengths for each position is sufficient.

#### **I'm on the quarter system. Am I still eligible to apply?**

If you are the host organization's top candidate, we can work with you around your schedule. However, it's preferred that all interns participate in the Intern Orientation that will be scheduled for late May.

#### **I'm an international student and cannot enter my home address in the online application system. How do I apply?**

We do not accept applications from international applicants UNLESS you are currently a student at a US institution. Before you apply, keep in mind that it is your responsibility to have the requisite work visa if you were to be hired. When applying, you may input any US state into the address field. We will contact you by email or phone only, so your address is not a critical component of the application.

**What are the next steps after the application deadline?** First, ACF reviews the applications and determines which applicants will be forwarded to host organizations for their review. At this point, applicants who are finalists for a position with a host organization will be notified, as will those who were not



selected. It is then up to the host organization to review applications and schedule interviews.

**When will I be notified?**

All applicants will be notified whether or not they are selected for an internship. The full selection process can take up to 4-8 weeks.

**How competitive is the Ted Smith Conservation Internship Program?**

We are happy to offer 14 internship opportunities this year. We usually end up with 200-250 applications.

**Is the internship paid?**

Yes. As an intern, you will be paid a stipend totaling \$6,000 before taxes. ACF reimburses for travel expenses up to \$1000 for interns based in Anchorage, and up to \$1200 for those outside Anchorage.

**Who should I contact if I still have a question?**

Anna Dalton, Internship Program Director – [adalton@alaskaconservation.org](mailto:adalton@alaskaconservation.org)