



Outreach Program Intern

Join our Outreach Team in working with residents and local businesses to support adoption of conservation practices. This internship will work closely with the Director, Public Outreach Coordinator, Outreach Program Specialist, and Conservation Implementation Specialist to assist with outreach programs. This position will be managing excel spreadsheets, talking to customers, reaching out to businesses, and more. Depending on availability and interests there will be opportunities to learn more about our other conservation programs. The position will work mid-May through mid-August.

Duties and Responsibilities:

- Work with the outreach team to develop print, digital and interactive outreach materials for the public, local governments, and businesses.
- Assist with planning and administration for programs that encourage environmental practices such as Community Backyards, Master Rain Gardener, PUP, Dry It Don't Dump It and other programs as needed.
- Help maintain relationships with local business partners in a variety of industries.
- Process Community Backyards rebates by checking resident addresses for eligibility, verifying that rebate items meet program requirements, issuing vouchers and entering information into spreadsheets.
- Assist with community events on weekends.

Qualifications:

- Able to demonstrate some knowledge of or an appreciation for natural resource conservation.
- Able to secure transportation to and from work and events.
- Excellent Customer Service Skills.
- Willing and able to visit business locations to ask them to assist in promoting our programs.
- Able to communicate effectively in both oral and written form.
- Familiar with popular computer software (including, but not limited to, MS Word, Excel, and Publisher).
- Able to take initiative, be dependable, and motivated.
- Able to take direction and respond positively to feedback.
- Able to work occasional evenings and weekends.
- Able to lift 20lbs.

Compensation and Benefits:

- Pay Grade 1 (\$14.00/hr.).
- 20-30 hrs/week.
- Paid holidays, sick leave benefits, and Public Employees Retirement benefits.

Application:

Please email resume, cover letter and availability to administrator@franklinswcd.org. Selection of candidates will begin on February 19th. Position will remain open until filled.

In order to provide equal employment opportunities to all individuals, employment decisions will be based on merit, qualifications, and abilities. The Franklin Soil and Water Conservation District does not discriminate in employment opportunities or practices on the basis of race, color, sex, age, religion, national origin, ancestry, veteran status, disability, sexual orientation, gender identity or any other characteristic to the extent protected by law.