

Outreach Program Intern

Join our Outreach Team in working with residents and local businesses to support the adoption of conservation practices. This internship will work closely with the Director, both Outreach Program Specialists, Public Outreach Coordinator, 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 and service areas. This position will work mid-May through mid-August (with an opportunity to start intermittently in April if available and interested).

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, Pick Up Poop, Dry It-Don't Dump It, and other programs as needed.
- Help maintain or establish relationships with residents and business partners in a variety of industries and neighborhoods, including underserved areas.
- Process Community Backyards rebates by checking addresses for eligibility, verifying that rebate items meet program requirements, issuing vouchers and entering data into Excel spreadsheets.
- Assist with community events in the evenings and on weekends.
- Participate in regular team meetings, trainings, and networking opportunities.

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, Microsoft Word, Excel, Outlook).
- 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 25, 2026. 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.