Position Description

TITLE AND INTRODUCTION: The Outreach Program Intern is responsible for working closely with the Director, Marketing & Public Outreach Coordinator, and Conservation Implementation Specialist to assist with outreach programs.

DUTIES AND RESPONSIBILITIES:
- Assist with outreach to local nurseries and garden centers. This includes stocking education brochures, labeling native plants and communicating with nursery staff.
- Assist with community events on evening and weekends. This includes setting up, staffing and tracking contacts at community event displays.
- Assist with processing pledges from outreach programs. This includes updating excel database, communicating with customers, and tracking inventory.
- Assist with outreach programs as needed.

QUALIFICATIONS:
- Enrolled in a bachelor’s degree program.
- Able to demonstrate some knowledge of or an appreciation for natural resource conservation.
- Knowledge or strong interest in learning both scientific and common native plant names.
- Able to lift 25 pounds.
- Has a valid driver’s license and good driving record.
- Has excellent public relation skills.
- Able to communicate effectively in both oral and written form.
- Familiar with popular computer software (including, but not limited to, MS Word, Excel, Access, and Adobe Creative Cloud products).
- Able to take initiative, be dependable, and self-motivate.

COMPENSATION AND BENEFITS:
Pay Grade 1 (Starting at $10.00), commensurate with experience.
Part-time Position with weekend and evening hours.
Position will run May through August. If available can start earlier.
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 21st. Position will remain open until filled.