



## Position Description

**TITLE AND INTRODUCTION:** The **Outreach Program Intern** is responsible for working closely with the Director, Public Outreach Coordinator, Outreach Program Specialist, and Conservation Implementation Specialist to assist with outreach programs. The position will work March – August.

### DUTIES AND RESPONSIBILITIES:

- Assist with managing incoming program participants, and tracking participation.
- Assist with looking up addresses in auditor database to determine tax districts.
- Assist in identifying native plants and invasive species for program eligibility.
- Manage program Excel 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.
- Knowledge or interest in learning about native and common landscape plants.
- Excellent public relation skills.
- Ability to communicate effectively in both oral and written form.
- Familiarity with popular computer software (including, but not limited to, MS Word, Excel, and Access.)
- Must 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 (\$12.00/hr.)

Part-time Position

Eligible for family health, dental and vision with fulltime hours.

Paid holidays, sick leave benefits, flex time benefits, and Public Employees Retirement benefits.

### APPLICATION:

Please email resume, cover letter and availability to [administrator@franklinswcd.org](mailto:administrator@franklinswcd.org). Selection of candidates will begin on February 11<sup>th</sup>. Position will remain open until filled.