



2023 Summer Internship Opportunity

Community Backyards Intern

Join our Outreach team to support getting more conservation on residential property throughout Franklin County while learning more about our conservation programs. This position will be responsible for working closely with the Director, Public Outreach Coordinator, Outreach Program Specialist, and Conservation Implementation Specialist to assist with outreach programs – particularly the Community Backyards rebate program. The position will work May – August. There also be opportunities to learn more about our other conservation programs depending on availability and interests.

To learn more visit www.communitybackyards.com

Duties and Responsibilities:

- Assist with processing program participant applications.
- Assist with checking participant addresses for tax districts and eligibility.
- Prepare and send rebate vouchers via email or mail.
- Assist with entering rebate data into Excel spreadsheet and verifying information.
- Verify that rebate items meet program requirements.
- Manage program Excel spreadsheets.
- Assist with community events on evenings and 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 Customer Service Skills.
- Ability to communicate effectively in both oral and written form.
- Familiarity with popular computer software especially Microsoft Excel, Outlook, and Word.
- Must take initiative, be dependable, and motivated.
- Able to take direction and respond positively to feedback.
- Able to work evenings and weekends.
- Able to lift 20lbs.

Compensation and Benefits:

Pay Grade 1 (\$14.00/hr.)

Part-time Position (Estimated 25 hours/week plus events as needed)

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

Application:

Please email resume and cover letter to administrator@franklinswcd.org. Selection of candidates will begin on February 13th. Position will remain open until filled.