

WATERSHED ASSISTANT INTERN

7 months, 2011 — part time — paid

The Cuyahoga Soil and Water Conservation District (SWCD) is a political subdivision of the State of Ohio with a mission to provide educational and technical services for the conservation and protection of soil and water resources. Cuyahoga SWCD is located in Valley View, Ohio.

The successful candidate for this internship will assist the staff with implementation of the Euclid Creek Watershed Program. The assistant will be responsible for assisting the Euclid Creek Watershed Coordinator in organizing watershed planning efforts, education and involvement of stakeholders to protect water resources, and watershed restoration project planning to protect the water resources of the Euclid Creek watershed. This individual will learn how to work collaboratively in a small office and will develop skills useful in securing employment in the environmental field. The intern will have professional feedback from senior staff, who will work as mentors with the candidate.

The best candidate should want to work in a fast-paced environment and must be available for evening and weekend work. The candidate will be a highly-motivated, self-starter who is willing to network with community leaders, project partners and volunteers.

Starting date: Mid-late-March 2011

Duration: 33 weeks

SUMMARY

- Reports to the Euclid Creek Watershed Coordinator
- Position will be structured as an Internship for a current qualified college student or qualified college graduate
- Schedule: 20-25 hours per week
- Paid: \$12/hour, no benefits except for duty-related mileage reimbursement

REQUIRED QUALIFICATIONS

- College graduate with a B.S. or B.A., *or* current college student (junior or senior level) interested in a formal Internship assignment; college GPA of 2.7 or better.
- Superior verbal and written communications skills.
- Attention to detail, strong organization skills, and superior analytical ability.
- Ability to work outdoors in various weather conditions and to traverse uneven terrain.
- Interest in the environment, natural resource management, communications and marketing.
- Proficiency in word processing and spreadsheets/databases. ARC/GIS and/or graphics skills a plus.
- A personal commitment to attaining consistent levels of superior performance.
- Must have personal transportation, have a valid driver's license, and have auto insurance.

PREFERRED QUALIFICATIONS

- Completed coursework in the areas of environmental/civil engineering, environmental science, natural resource management, the physical sciences, or a related field preferred – however, persons with or seeking degrees in urban planning/studies, geography or a related field are also encouraged to apply.
- Strong verbal and written communications skills.

DUTIES

- Primarily responsible for assisting with the planning and implementation of the public awareness and public involvement activity program in Euclid Creek watershed communities.
- Assist staff with outreach events and the volunteer monitoring program (requires evenings and weekend hours).
- Assist staff with watershed project planning, development, outreach, and implementation.
- Data/information management (spreadsheet/database) and website updates.
- Present data, results and progress to project partners.
- Other office duties and outdoor event duties as assigned

Send letter of interest (email preferred) with resume by February 23, 2011 to:

Claire Posius, Euclid Creek Watershed Coordinator

Cuyahoga SWCD

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Email: cposius@cuyahogawcd.org

Website: <http://www.cuyahogawcd.org/EuclidCreekFiles/EuclidCreekthehomepage.htm>