

Cuyahoga Soil & Water Conservation District
EDUCATION AND NATURAL RESOURCES PROGRAM INTERN
Fall 2017 – part time — paid

The Cuyahoga Soil & Water Conservation District (SWCD) is a political subdivision of the State of Ohio with a mission to advocate and implement best management practices for conservation of land and aquatic resources in a developed environment through education, stewardship and technical assistance. Cuyahoga SWCD is located in Cleveland, Ohio.

The successful candidate for this internship will assist the staff by providing technical support for the protection of natural resources in Cuyahoga County, with a specific focus on stormwater education and administrative tasks. This individual will learn how to work collaboratively in a small office and will develop skills useful in securing employment in the stormwater field. The intern will have professional feedback from senior staff, who will work as mentors with the candidate.

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

Applicants should submit a resume and cover letter to jzevenbergen@cuyahogaswcd.org by 5:00 PM on August 15th.

Application Deadline: August 15, 2017

Starting date: Mid September – Mid December 2017

SUMMARY

- Reports to the Stormwater Educator and Natural Resources Coordinator
- Position will be structured as an Internship for a current qualified college student or qualified college graduate
- Schedule: 20-24 hours per week (maximum 288 hours)
- 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 in the stormwater resources field
- Ability to work outdoors in various weather conditions and to traverse uneven terrain
- Ability to work during normal business hours and work some evenings and weekends
- Superior verbal and written communications skills
- Interest in the environment and natural resources management
- Proficiency in word processing and spreadsheets/databases.
- A personal commitment to attaining consistent levels of superior performance
- Must have reliable personal transportation, a valid driver's license, a good driving record and valid auto insurance

PREFERRED QUALIFICATIONS

- Completed coursework in the areas of environmental/civil engineering, environmental science, biology, natural resource management, 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.
- ARC/GIS, ARCGIS Online, and/or graphics skills
- Ability to read and review engineering plans

DUTIES

- Assist with implementation of local community education outreach, and erosion, sediment and stormwater programs for residential, commercial, and industrial development/redevelopment sites within Cuyahoga County
- Assist with educational material creation
- Assist in compiling written reports related to field reviews/site visits for annual reporting
- Update databases and files as requested
- Track all work in the appropriate databases and files for reporting needs
- Assist staff with administrative stormwater tasks including report production, file maintenance, GIS mapping, Quality Assurance and Quality Control checks of existing database information
- Other office duties and outdoor event duties as assigned

Reasonable accommodation is available to all employees and applicants. Cuyahoga SWCD is an equal opportunity employer and a smoke free and drug free workplace.