



Richland Soil and Water Conservation District

Conservation, Education and Stewardship
1495 West Longview Ave. Suite 205B,
Mansfield, Ohio 44906
www.richlandswcd.net • 419.747.8686

The mission of the Richland Soil and Water Conservation District (RSWCD) is to assist the citizens of Richland County to protect and improve the County's natural resources by providing exceptional educational, planning and technical assistance.

RSWCD is seeking a current college student (not recent graduate) for a **Summer Intern** for Summer 2021. Pay for the position will be based on experience and level of education and will range from \$9-\$12/hour.

Duties and Responsibilities:

- Assists with all forms of district communication including writing of press releases, web content, social media posts and content for print.
- Draft, edit, and post content to social media channels and blogs.
- Monitor social media and website analytics on a weekly/monthly basis, provide reports, and make recommendations to increase engagement.
- Assists with the editing and management of district website and materials. Assist with website upgrade by providing content suggestions, testing and review.
- Assists with data entry and data analysis.
- Develop sales flyers, direct mail, invites, and other collateral and sales tools.
- Assist in public education, outreach, and involvement activities for the district, especially the Richland County Fair. Assist with occasional after-hours events.
- Work with outside organizations.
- Conduct research and prepare reports.
- General office duties such as issuing stormwater permits, answering phones, filing, helping customers and other miscellaneous duties as assigned.

Internship Requirements and Skills

- Availability to work 15-20 hours/week during the school semester(s) and 30-40 hours/week during the summer. Must be available on Tuesdays at minimum.
- Firm grasp of social media tools and platforms including Facebook, Instagram, etc.
- Working toward a college degree, preferably in a related field (e.g., Marketing/Communications, Public Relations, Natural Resources, Environmental Studies, Agriculture, Engineering, etc.).
- Computer proficiency is mandatory. Must be proficiency in Adobe products and Microsoft Office. Knowledge of HTML, Word Press, website content management and/or Geographic Information Systems is desired.
- Must possess excellent written and oral communication and interpersonal skills.
- Genuine enthusiasm for District priorities and mission. Commitment to the continuous improvement of service quality and the District's mission.
- Self-starter, good time management, creative, with ability to communicate in a professional manner.
- Must be flexible and able to multi-task and switch gears as needed. No two days are ever the same.
- Ability to work well independently, and also within a team. Cell phone use will be discouraged when at work and must have time management discipline.
- Must submit to and pass a drug screening and background check per County Policy. Must hold a current valid Ohio driver's license and insurance with a good driving record.
- Organizational skills preferred with respect to paperwork and digital filing systems.
- Desire to be outside in all weather conditions.

How to Apply: Please send a resume, cover letter, class schedule and transcripts by April 30, 2021 to Richland SWCD, 1495 W. Longview Suite 205B, Mansfield OH 44906 or email Contact@richlandswcd.net. Include your work experience and level of education, including specific coursework you have taken related to the position

** Serving all Richland County Landowners with Conservation Assistance***