

Richland Soil and Water Conservation District

Conservation, Education and Stewardship

1495 West Longview Ave. Suite 205B, Mansfield, Ohio 44906

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Richland Soil and Water Conservation District 2020 9-Element Environmental Internship

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 an environmental internship to begin in January 2020. Pay for the position will be based on experience and level of education and will range from \$9-\$12/hour.

Duties and Responsibilities:

- Assist in public education, outreach, and involvement activities.
- Work with outside organizations.
- Assist with writing a 9-Element plan for a watershed in Richland County.
- Assist with occasional after-hours events.
- General office duties such as issuing stormwater permits, answering phones, filing, helping customers and other misc duties as assigned.

Job Requirements and Skills

- Availability to work 15-20 hours/week during the school semester(s) and 30-40 hours/week during the summer.
- Education (or pursuing education) in an environmental field or related major from an accredited college or university.
- Technical skills—ability to use a variety of computer software and geographic information system tools.
- Good communicator, both orally and written.
- Map reading.
- Desire to be outside in all weather conditions, including winter.
- Produce basic pamphlets, PowerPoint presentations, Word documents, Excel worksheets.
- Must submit to and pass a drug screening and background check per County Policy.
- Current valid Ohio driver's license and insurance with a good driving record.
- Organizational skills with respect to paperwork and digital filing systems.

Working Conditions

- May require climbing, kneeling, bending, and twisting in order to perform duties.
- May require walking, standing, and sitting for extended periods of times.
- Pushing, pulling or lifting equipment and supplies occasionally weighing up to 50 lbs.
- Required to work both inside an office setting and outside performing field work, field inspections, and workshops.
- Exposure to heat, sun, humidity, rain, wind, sleet, hail, cold, snow, ice and other natural weather conditions.
- Exposure to noise, dirt, mechanical hazards, traffic hazards, dust, insects and whatever may be floating or submersed in any water body.

How to Apply: Please send a resume, cover letter, transcript and class schedule to Richland SWCD, 1495 W. Longview Suite 205B, Mansfield OH 44906 or to RSWCD.DATA@RichlandSWCD.net by November 22, 2019. Include your work experience and level of education, including specific coursework you have taken related to the position.

Equal Opportunity Employment: Richland Soil and Water Conservation District's programs are available without regard to race, color, religion, sex, gender identity, age, national origin, ancestry, disability or veteran status.

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