



## Richland Soil and Water Conservation District

*Conservation, Education and Stewardship*  
1495 West Longview Ave. Suite 205B,  
Mansfield, Ohio 44906  
[www.richlandswcd.net](http://www.richlandswcd.net) • 419.747.8686

### COMMUNICATION 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 a Spring 2024 internship. The district office hours are Monday through Friday from 8 a.m. to 4 p.m. Workshops and community events require evening and weekend hours. The pay is \$12.00 per hour.

#### **Duties and Responsibilities:**

- Take photos and videos
- Graphic design: flyers, direct mail, invitations, marketing pieces, etc.
- Social media management
- Website content and management
- Represent and assist in District and community events and programs.
- Help manage District events
- Work with outside organizations and partners
- Other duties as assigned

#### **Skills Desired:**

- Photography and videography and editing experience with both
- Firm grasp of social media tools and platforms including Facebook, Instagram, etc
- Excellent oral communication and interpersonal skills.
- Proficiency in Adobe products and Microsoft Office. Knowledge of photo editing and video editing is necessary. Knowledge of HTML, Word Press, website content management and/or Geographic Information Systems is desired.
- Spelling, grammar, and punctuation
- Ability to work well independently and within a team.

**How to Apply:** Please send a resume, cover letter, class schedule (if applicable), by October 30, 2023, to Richland SWCD, 1495 W. Longview Suite 205B, Mansfield OH 44906 or email [Sutter.Theresa@richlandswcd.net](mailto:Sutter.Theresa@richlandswcd.net).

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