

PRIOR LAKE - SPRING LAKE

WATERSHED DISTRICT

- POSITION TITLE:** Conservation Outreach Intern
- SALARY:** This is an unpaid position, for school credit and/or work experience.
- HOURS:** 20- 40 hours per week, depending on availability.
- TERM:** May - August/September, flexible start and end date
Position requires a commitment of at least 10 weeks.
- LOCATION:** Prior Lake – Spring Lake Watershed District
4646 Dakota Street SE
Prior Lake, MN 55372
- DEADLINE:** Applications received by March 17, 2017 will be given priority. Rolling applications will be accepted until the position is filled.
- TO APPLY:** Submit resume directly to Kathryn Keller-Miller at kkeller-miller@plslwd.org with the position title in the email subject line.

INTERNSHIP SUMMARY:

The Conservation Outreach Intern will support the District's education and outreach efforts to the public, develop new outreach materials, design outdoor education signage, update the District's website and social media accounts as well as assist with monitoring of the District's conservation easements.

The intern will update the District's social media accounts (Facebook and Twitter) with effective, engaging posts and keep the website up-to-date. The intern will also produce newsletters, fact sheets, and other outreach materials as needed. The intern will gain experience with and create Esri Story Maps for the District, highlighting key projects. The intern may assemble a video highlighting carp management using existing raw footage. Other education and outreach tasks may be assigned, as needed.

Conservation easement monitoring field work will involve traversing properties by foot to take photos and make observations about vegetation, wildlife, hydrology, boundaries, and other site conditions. In addition to monitoring activities, the Conservation Outreach Intern may also develop baseline documentation for easements which are technical reports that document existing site conditions.

The intern will have the option of pursuing a special project of their choice that matches their interests and benefits the District's programs. Other tasks may be added to the intern's duties if the intern expresses interest or the need arises. In addition, the Conservation Outreach Intern will also perform some administrative functions as necessary.

DUTIES & RESPONSIBILITIES:

- Education & outreach activities (65%)
 - Complete website updates, including interactive GIS mapping application.
 - Create a Esri Story Maps (possible topics: carp management; District projects; etc.)
 - Develop newsletters, fact sheets, articles etc.
 - Assist in planning and implementing open houses and other public events.

- Design outdoor educational signage, including ones for native plant identification at restoration sites.
- Create a display for and staff booths at local events.
- Update social media accounts, such as Facebook and Twitter.
- Identify and photograph native plants throughout the season.
- Create a video to highlight the carp management project. (optional)
- Monitor conservation easements (30%)
 - Send out notices of easement inspections to landowners prior to monitoring.
 - Perform conservation easement site inspections.
 - Complete baseline documentation reports.
 - Install signs to mark easement boundaries.
- Other duties (5%)
 - Maintain electronic and physical files for the office.
 - Additional administrative and/or field duties as assigned.
- *Special project can be included if required for college credit.*

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Minimum of one year of college, with preference to students working towards degrees in education, environmental science, biology or related degree (or equivalent experience); other majors will be considered.
- A valid driver's license and reliable transportation (gas expenses are reimbursed at the IRS rate).
- Ability to work independently.
- Effective written and oral communication skills.
- Strong organizational and time management skills.
- Ability to lift and carry up to 30 pounds.
- Comfortable working outdoors in variable weather conditions, as needed.

PREFERRED QUALIFICATIONS:

- Experience editing Wordpress based websites.
- Experience creating effective content to reach a targeted social media audience.
- Familiarity with Ersi Story Maps.
- Basic video editing skills.
- Ability to identify native and invasive plant species.
- Familiarity with GPS and GIS technologies.

APPLICATION:

Interested candidates should submit a cover letter and resume by March 17th, 2017 for priority consideration to the address above or via email: kkeller-miller@plslwd.org. Applications sent by email should contain the position title in the subject line. Applications will continue to be accepted until the position is filled. Contact Kathryn Keller-Miller with any questions: kkeller-miller@plslwd.org or 612-326-3692.