

PRIOR LAKE - SPRING LAKE

WATERSHED DISTRICT

- POSITION TITLE:** Water Resources Intern (2 positions available)
- SALARY:** \$11 per hour
- HOURS:** 30-40 hours per week
- TERM:** Summer position, flexible start and end date
400 hours total commitment
- LOCATION:** Prior Lake – Spring Lake Watershed District
4646 Dakota Street SE
Prior Lake, MN 55372
- DEADLINE:** Applications received by March 10, 2019 will be given priority.
Rolling applications will be accepted until the position is filled.
- TO APPLY:** Submit **cover letter and resume** directly to Kathryn Keller-Miller at kkeller-miller@plslwd.org with the position title in the email subject line.

INTERNSHIP SUMMARY:

The Water Resources Intern will monitor the District's conservation easements; support the District's education and outreach efforts to the public; complete water quality monitoring and project maintenance activities; and assist with erosion and sediment control site inspections.

In addition, the intern will have the option of pursuing a special project of their choice that matches their interests and benefits the District's programs. The Water Resources Intern will also perform some other tasks as necessary.

DUTIES & RESPONSIBILITIES:

- Monitor conservation easements (50%)
 - Send out pre- and post-inspection letters and outreach materials to landowners.
 - Perform conservation easement site inspections.
 - Complete monitoring reports, including photos and maps.
 - Install signs to mark easement boundaries.
 - Prepare baseline documentation reports.
- Education & outreach activities (20%)

Activities may include one or more of the following:

 - Complete website updates, including interactive GIS mapping application.
 - Update District social media accounts (Facebook and Twitter).
 - Create Esri Story Maps for District projects & programs.
 - Develop newsletters, fact sheets, articles etc.
 - Assist in planning and implementing open houses and other public events.
 - Design outdoor educational signage as needed.
 - Create a display for and staff booths at local events.
 - Identify and photograph native plants throughout the season.
 - Create a video to highlight District projects & programs.

- Water Quality Monitoring & Project Assistance (15%)
 - Assist with BioBase vegetation mapping on lakes and wetlands.
 - Assist with tracking, tagging & other carp management activities.
 - Collect water samples for lake water quality testing as needed.
 - Assist with stream flow measurements.
 - Complete project maintenance activities as necessary:
 - Maintaining iron-enhanced sand filters
 - Seeding and weeding restoration areas
 - Removing debris from outlets and culverts to maintain free-flow conditions
 - Take rain gauge and lake level readings.
 - Assist with data entry, as needed.
- Assist with erosion and sediment control inspections (10%)
 - Perform field inspections with staff to ensure compliance with District and MPCA regulations regarding erosion and sediment control.
 - Help complete inspections forms, including photos and maps.
- 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 environmental science, water resources, biology or related degree (other majors will be considered); or related experience.
- A valid driver's license and reliable transportation.
- Ability to work independently.
- Effective written and oral communication skills.
- Strong organizational and time management skills.
- Ability to orient yourself & accurately identify your location in the field on an aerial map.
- Ability to lift and carry up to 30 pounds.
- Comfortable working outdoors in variable weather conditions.

PREFERRED QUALIFICATIONS:

- Familiarity with GPS and GIS technologies.
- Ability to identify native and invasive plant species.
- Experience with water quality monitoring techniques.
- Experience editing Wordpress based websites.
- Experience creating effective content to reach a targeted social media audience.
- Familiarity with video editing.

APPLICATION:

Interested candidates should submit a **cover letter and resume** by Sunday, March 10th, 2019 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 952-440-0069.