POSITION TITLE: Water Resources Intern  (2 positions available)

SALARY: $12.50 per hour

HOURS: 40 hours per week

TERM: Summer position, flexible start and end date
       400 hours (10 weeks)

LOCATION: Prior Lake – Spring Lake Watershed District
          4646 Dakota Street SE
          Prior Lake, MN 55372

DEADLINE: Applications received by February 23, 2020 will be given priority.
           Rolling applications will be accepted until the position is filled.

TO APPLY: Submit formal 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; assist with District projects, water quality monitoring, and 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 perform other tasks as necessary.

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

- Project Assistance (20%)
  o Assist with carp management activities including:
    ▪ Tag & track carp across the lakes and connected waterbodies
    ▪ Implement box trap removals, including volunteer coordination
    ▪ Assist with electrofishing and gill netting efforts
    ▪ Install and maintain carp barriers
  o Complete project maintenance activities as necessary:
    ▪ Maintaining iron-enhanced sand filters
    ▪ Seeding, planting and weeding restoration areas
    ▪ Removing debris from outlets and culverts to maintain free-flow conditions
    ▪ Complete lake shoreline surveys
Education & outreach activities (15%)

*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
- 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 (5%)
- Assist with BioBase vegetation mapping on lakes and wetlands
- Assist with stream flow measurements
- Take rain gauge and lake level readings
- Collect water samples for lake water quality testing, as needed
- Monitor wetlands for macroinvertebrates & aquatic vegetation
- Assist with data entry, as needed

Permit Site Inspections (5%)
- Perform erosion and sediment control inspections with staff to ensure compliance with District permit and MPCA regulations
- Complete erosion & sediment control 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
- 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

DESIRED SKILLS & ABILITIES:
- 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
- Experience using Adobe design products (Photoshop, Illustrator, InDesign, etc.)

QUESTIONS:
Please contact Kathryn Keller-Miller with any questions at kkeller-miller@plslwd.org or 952-440-0069.