



- 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](mailto: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%)
  - 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
- Project Assistance (20%)
  - 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
  - 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](mailto:kkeller-miller@plslwd.org) or 952-440-0069.