



- POSITION TITLE:** Water Resources Intern (2 positions available)
- SALARY:** \$15.00 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 21, 2021 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 assist with District projects; monitor the District’s conservation easements; support the District’s education and outreach efforts to the public; assist with water quality monitoring; and conduct 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 (30%)
 - 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, as needed
- Project Assistance (35%)
 - 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 (10%)
 - 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, biology, water resources, 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 50 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 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.