

CONSERVATION INTERNSHIP POSITION DESCRIPTION



The Boone County Conservation District seeks a Conservation Intern for the 2018 Fall Semester.

Please send your cover letter, resume, and one letter of recommendation to Megan Clere (meganclere@bccdky.org) by 2:00pm on Monday, September 17th, 2018.

Background:

In Kentucky, there are 121 Conservation Districts working towards the same goal: conserving our soil and water. The Boone County Conservation District (BCCDKY) is the primary entity to provide technical, educational, and financial assistance to private landowners and land users in the conservation, sustainment, improvement, and enhancement in Boone County's natural resources. BCCDKY works closely with not only landowners, but also with local schools, homeschool groups, scouts, and local, state, and federal organizations.

Intern Requirements:

- Currently enrolled in a conservation major (i.e. Environmental Science, Biology, Natural Resources, etc.)
- Proficient in Microsoft Office
- General knowledge of ecosystem functions
- Approval of Director of Concentration
- One letter of recommendation
- Valid Driver's License
- Ability to work in the outdoors during inclement weather and overchallenging terrain
- Ability to interact professionally with members of the general public, including K-12 students

Intern Job Summary:

In this position, the intern will work alongside conservation professionals to learn the technical, administrative, and educational operations of a Conservation District. In addition to the required responsibilities, the intern will have the opportunity to network with local, state, and federal individuals in the ecological and conservation field and present an Independent Study.

Report to: Megan Clere, District Administrative Secretary

DUTIES

Technical Support (30%)

- Assist with technical conservation practices, including invasive species removal, vegetation plantings, site visits, and field data collection
- Work with GIS professionals to create conservation maps for District use

Educational Programs (30%)

- Assist with the planning, facilitation, and cleanup of special events, school programs, family programs, and community events
- Prepare documents and materials for display boards, quarterly newsletters, blogs, and social media posts

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Administration (20%)

- Assist with organization and inventory of district files and supplies
- Attend appropriate staff and board meetings
- Attend appropriate trainings pertaining to job duties, including First Aid and CPR
- Other duties as assigned

Independent Study (20%)

- Produce a transdisciplinary study with a focus in Boone County
- Conduct research using District resources and network of conservation professionals
- Present final project to the Conservation District staff and Board of Supervisors