



## **Community Outreach Intern Position**

*Temporary part-time; flexible work schedule of up to 20 hours a week.*

*Can work with ILA or other school intern requirements*

**Application Deadline: December 10, 2021**

**Thurston Conservation District is looking for a dynamic, energetic, and creative communicator and thinker with a strong interest in adult and youth environmental education work.**

### **POSITION DESCRIPTION:**

The Community Outreach Intern will work closely with Thurston Conservation Districts Education & Outreach staff to bring educational programs and hands on conservation volunteer opportunities to youth and adults in Thurston County. This position will assist with general outreach activities and information distribution, volunteer recruitment, public communications, and event coordination. The Community Outreach Intern will also assist with planning and coordination of District's annual South Sound Regional Envirothon competition for high school students, which takes place each spring. Additionally, this position will assist with volunteer water quality monitoring events, habitat enhancement volunteer projects, working with Annual Plant Sale volunteers, and supporting Thurston CD's staff with various projects.

In addition to a focus on general outreach activities, there may be additional opportunity for the following:

- Learn about the technical assistance and hands-on work of Thurston Conservation District
- Meet and partner with other local conservation groups
- Assist with social media content creation, organization, and scheduling
- Practice public speaking and volunteer events and tabling opportunities

### **EDUCATIONAL RESOURCES**

Interns will be given examples and samples of outreach and communication materials, have frequent opportunities to check in with staff about projects, and have access to technical handouts and information. Public webinars, networking events, and workshops will also be shared as learning opportunities. Interns are not expected to be experts in conservation or any specific field and all final work will be reviewed.

Intern should have their own computer, access to Microsoft Excel or Open Office, and ability to use video conferencing software.

### **NECESSARY & HELPFUL EXPERIENCE**

- Strong interest in working directly with members of the public
- Ability and interest in working with youth-elementary to high school aged.
- Strong organizational skills, detail oriented, and ability to complete projects on time
- Interest in designing and distributing outreach materials
- Experience/ Interest in utilizing Microsoft Suite software (Word, Excel, Powerpoint, Publisher)

- Experience/Interest in utilizing social media platforms to design, create, and share effective and eye-catching content that generates engagement (Facebook, Instagram, Twitter, MailChimp, Canva, Google Forms & Surveys).
- Clear communication skills
- Ability to work independently with minimal supervision
- Must pass a background check for working with youth and in schools
- Knowledge of or interest in farming, gardening, or natural resources.
- Valid WA State Driver’s License or ability to obtain one

**EQUAL OPPORTUNITY WORKSPACE**

Here at Thurston Conservation District our employees and the people we serve come from all walks of life. We strive to hire and work with great people from a wide variety of backgrounds. We believe in the importance of recognizing the value that each of us contributes to the success of the District’s mission. Having a diverse workforce is the District's greatest resource of strength and knowledge. It is through the combination of talents and abilities that we can pursue finding effective ways to best serve our community. We are committed to building a diverse and inclusive workplace for everyone. All employees, interns, and volunteers receive consideration without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Please let us know if you need accommodation to participate in the application process.

**SCHEDULE & WORKING CONDITIONS:**

This intern position is temporary and un-paid. Internships are generally part-time (20 hours per week maximum) with flexible work hours. Thurston Conservation District has the flexibility to work with school or program internship requirements in order to support interns in meeting their academic goals and requirements. Local travel, occasional evening and weekend hours are possible and negotiable. During the current Coronavirus pandemic, work will primarily be performed at home with occasional work in the District offices. Access to internet, video conferencing materials, and a computer are necessary to complete the internship. Employees, interns, and volunteers working in a shared work space are required to wear a facemask covering their nose and mouth.

**THURSTON CONSERVATION DISTRICT**, a non-regulatory government agency, educates and assists the citizens of Thurston County in the management of natural resources for the benefit of present and future generations, inspiring voluntary, incentive-based conservation practices.

**TO APPLY:**

Please submit your application by end of the day on December 10, 2021. Please include the following in your application package:

1. Resume, including relevant work experiences and course experience
2. Cover letter sharing how this specific internship helps meet your academic or personal goals
3. Two (2) professional/educational references
4. If relevant, a copy of any internship requirements from your school that you would be using this internship to complete and contact information for the academic advisory or faculty you would be reporting to.

Your cover letter is not to exceed one page. Letters of recommendation may be included. Applications are reviewed upon receipt and interviews may begin prior to the application deadline.

Send electronically (*please no paper copies*) to: ***job-applications@thurstoncd.com***

Please include: **Community Outreach Intern – YOUR NAME** in the subject line.

**We sincerely thank you for your interest in interning with the  
Thurston Conservation District team!**