

## **MONTGOMERY COUNTY CONSERVATION DISTRICT SUMMER 2023 INTERN POSITION**

### **SUMMARY:**

Location: 143 Level Road, Collegeville PA

The Montgomery County Conservation District offers the opportunity for a PT or FT summer internship. Specific workdays/hours of internship are flexible dependent on selected candidate's schedule, with typical hours Monday – Friday, between 8:15 AM – 4:15 PM. Occasional hours outside of typical business hours may be required. Ideal candidate will commit 20 – 30 hours per week during the duration of the internship.

Intern will learn about Conservation District programs, assist with field work and office tasks, will shadow and assist staff, and participate in projects throughout Montgomery County. Applicant should be pursuing a degree or recent graduate majoring in the field of environmental sciences, or a related field.

Intern will be under the direct supervision of the District Manager and will assist and work with other staff members at the Manager's discretion. A \$500 stipend will be provided upon satisfactory completion of internship.

### **INTERN JOB DUTIES:**

- Engage with county residents, watershed protection organizations, partner state agencies, municipal officials and stakeholders for environmental education & outreach
- Learn about and assist with the NPDES permit program, Ch. 102 E&S plan reviews, & stormwater management, and conduct construction site inspections
- Assist with presentations and workshops
- Assist with riparian buffer tree and project site maintenance
- Assist with agricultural conservation on farmland
- Write educational newsletter articles
- Complete database entry and listserv management
- Attend meetings, conferences or events as assigned
- Perform general office administrative and clerical tasks
- Submit a weekly report of activities to District Manager

### **QUALIFICATION REQUIREMENTS:**

- Currently enrolled in a college program or with a recent degree in the field of: environmental science, biology, geology, GIS, agricultural sciences, engineering, or another related field
- Ability to traverse construction sites and farmland on foot in all weather conditions
- Strong proficiency with Microsoft programs
- General knowledge of soil & water quality, conservation, and environmental protection
- Ability to plan and conduct educational programs including public speaking
- Ability to work well with others in groups as well as independently
- Strong organizational and time management skills
- Valid driver's license

**For more information, or to apply, please send resume to / contact :** Jessica Buck, District Manager  
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610-489-4506 x14