



## **RIVER RAISIN WATERSHED COUNCIL**

320 Springbrook Avenue, Suite 102

Adrian, MI 49221

517-264-4754

[riverraisin001@gmail.com](mailto:riverraisin001@gmail.com)

[www.riverraisin.org](http://www.riverraisin.org)

## **INTERN**

Interns needed for seasonal employment with the River Raisin Watershed Council (RRWC)

### **RESPONSIBILITIES:**

Assist Outreach Coordinator and Water Stewardship Coordinator with all aspects of their activities dealing with the environment, science, conservation, water sampling, including but not limited to:

- Communicates regularly and effectively with RRWC staff, board members, volunteers and partners including local agricultural organizations and agency staff.
- Work with Outreach Coordinator to organize continuing education classes and events dealing with environmental science based activities
- Recruit volunteers and communicate with them about event logistics (i.e. Water Festival, Stewardship events, fairs, festivals, outdoor events, etc.)
- Publicize classes and events by developing advertisements, distributing fliers, posting on Facebook, writing press releases, and sharing promotions with partners
- Track numbers of volunteers at events and public contacts made at these events
- Monitor social media, post updates, and work with Outreach & Water Stewardship Coordinator on responses
- Attend trainings and assist with set-up and take-down, attendee sign-in, refreshments, taking photos, presenter timekeeping and potentially help with participant special needs
- Track volunteer sign-ups and communicate logistics with volunteers regularly
- Assist with curriculum, planning, execution, evaluation & reporting for trainings
- Prepare and print meeting agendas, handouts, and sign-up sheets for trainings
- Communicate with workshop presenters and send details and reminders
- Manage training wrap-up tasks including: compile evaluation information, follow-up with presenters, scan and record sign-in sheets, update new volunteer info

### **EXCEPTIONAL QUALIFICATIONS:**

- Possess or currently working toward a Bachelor's degree in ecology, biology, natural resource management, environmental science, youth education or equivalent experience
- Excellent computer skills and proficient in Excel, Word, Outlook, and databases
- Exceptional written and verbal communication skills
- Exceptional time management and organizational skills
- Must be a motivated self-starter and team player
- Must have project management skills including multi-tasking abilities
- Strong interpersonal and problem-solving skills
- Flexibility to meet changing project priorities and demands

### **SALARY:**

Hourly Wage - \$15.00

### **DATES OF EMPLOYMENT:**

This is a seasonal/temporary position starting mid-May and not to exceed August 31st, 2023

**TO APPLY: Please submit a copy of your resume and cover letter to [RiverRaisin001@gmail.com](mailto:RiverRaisin001@gmail.com).**

We are proud of our diverse workforce and our commitment to equal opportunity. We do not discriminate on the basis of a person's actual or perceived race, color, religion, national origin, gender, age, condition of pregnancy, marital status, physical or mental limitation, height, weight, source of income, family responsibility, educational association, sexual orientation, gender identity or HIV status in any aspect of our hiring or employment process.

**PARTNER | PROTECT | PRESERVE**