

Cass County

Soil and Water Conservation District

SWCD SUMMER OUTREACH INTERN POSITION



Location:	Logansport, IN	Travel required:	Occasional/Negotiable
Level/Salary range:	tbd	Position type:	Part-Time
Hours:	21 hrs/week; 10 weeks	Position Posted at:	
Date posted:		Position Posted Date:	5/5/XX
APPLICATIONS ACCEPTED BY:	lwalthery@casscoswcd.org	Subject Line:	SWCD Outreach Summer Intern

JOB DESCRIPTION FOR SUMMER INTERN

This position is responsible for summer educational and outreach support for the Cass County Soil and Water Conservation District. This is a hybrid position with the potential to work from the office as well as with some hours from home as needed.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Specific duties include:

- Assists in planning of a variety of outreach events.
- Assists in scheduling and implementation of outreach events.
- Responds to public requests for programming and questions about current programming.
- Helps prepare materials for outreach events, meetings, etc. as well as documents and follow-up of these events.
- Assists in reviewing and updating outdated educational curricula accumulated in the office over the past two decades.
- Assists with social media and newsletter communications as appropriate.
- Performs related duties as assigned.

Qualifications and Education Requirements

- Valid driver's license and ability to travel to event locations
- Previous experience in education and/or public service preferred
- Weekend and evening work required

Preferred Skills

- Excellent organizational skills and ability to prioritize variable workload.
- Ability to work with persons from many other organizations, agencies, and groups in a professional manner to project a favorable image of the District and Cass County Government.
- Ability to competently serve the public with diplomacy and respect
- Ability to work with some autonomy

Additional Notes

This position is funded by the Cass County Government and all applicable employment and hiring policies follow those of the Cass County Government. Direct supervision will be provided by the Cass County SWCD's District Director and Board of Supervisors.

Upon hiring, incumbent must:

- *Comply with Cass County Government employment policies*
- Have the ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Possess a valid Indiana driver's license and have a demonstrated safe driving record.
- Pass a mandated drug screening.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Summer Intern for the Soil & Water Conservation District describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee Signature

Date

Print or Type Name