



Celebrating over 60 Years of Natural Resource Stewardship

Marquette County Conservation District

Intern Job Description

- A. **Position Title:** Spring Student Intern
- B. **Application Deadline:** April 5th, 2019 by 4:00 PM.
- C. **Work Schedule:**
- Employment duration and hours: to be determined based on school calendar, credit hours, and office needs.
 - Must be available the week of May 6th, 2019 for MCCD's Annual 2019 Tree Sale.
- D. **Qualifications:**
- A desirable candidate will be working towards a Bachelor of Science degree in Environmental Conservation or Natural Resource fields of study and/or possess commensurate experience.
 - Strong background knowledge in natural resource concerns and practices.
 - Must be able to accurately express technical and non-technical concept and thoughts both verbally and in writing to cooperators, co-workers, and walk-in customers.
 - Must be able to effectively communicate verbally and in writing with cooperators, co-workers, and governing council while maintaining a professional presence.
 - Must be able to create educational presentations, direct mailings, and promotion & public service announcements.
 - Computer literacy (word processing, spreadsheets, and database management) is required at an intermediate level.
 - Must have the willingness to learn new concepts and material.
 - Must have the willingness to have a flexible work schedule.
 - Must have the capability of working with minimum direct supervision.
 - Must exhibit excellent attention to detail.
 - Applicant must have reliable personal transportation for work-related use and must maintain a valid Michigan driver's license.
- E. **Job Description:**
- Participate in a broad array of tree sale duties including tree sale data and customer order collection, preparation of outreach materials, assisting with packaging and inventory of nursery stock, and general customer service.
 - Prepare, present, and/or assist staff with public outreach and educational content.
 - Attend Marquette County Conservation District Board and Staff meetings when necessary.
 - Assist staff with portions of quarterly newsletters.
 - Perform miscellaneous website and Facebook maintenance.
 - Assist all Conservation District staff as directed.
- F. **To Apply:** Send cover letter and resume by mail or email to the attention of:

Jaimi Cawley, District Manager
Marquette County Conservation District
Marquette, MI 49855
Jaimi.mqtcondist@gmail.com
906-226-8871 Ext. 129

The Marquette County Conservation District mission is to provide for the conservation and restoration of resources in Marquette County through forestry and wildlife practices, watershed management, and education.

www.marquettecd.com