

KANKAKEE COUNTY SOIL AND WATER CONSERVATION DISTRICT (SWCD) SEEKING SPRING INTERN

Internship February through May, with possibility for extension



DESCRIPTION

The Kankakee County SWCD is seeking candidates for a part-time spring internship position, effective February 2023 through May 2023. It is preferred that the candidate has earned or is working towards earning a degree within the agricultural, environmental, or biological sciences.

The Kankakee County SWCD works directly with landowners, producers, local organizations, and the community to promote and facilitate conservation programs, cost-share, events, and more. The intern will be working alongside the District Conservation Coordinator to continue and expand our "Soil on Demand" ag conservation project through planning, field trial setup and maintenance, agronomic data collection, farmer communication, event facilitation, and more. The internship requires a combination of field and office work. The intern must have a vehicle for frequent out-of-office field visits. Mileage outside of routine travel to and from the internship will be reimbursed at the current IRS standard mileage rate.

Pay: \$16-17/hour

Schedule: up to 24 hours per week, depending upon workload and intern availability. A consistent weekly schedule will be established upon hire.

BASIC SKILLS

Candidate must have the ability to communicate across all levels, possess strong organizational skills, self-motivation, willingness to accept responsibility, ability to take constructive criticism, and possess excellent oral and written communication skills. Strong computer skills are required, including Microsoft Word and Excel. It is preferred that the candidate have some basic research and analysis experience.

DUTIES & RESPONSIBILITIES

The Kankakee County SWCD spring internship will focus on the following:

- Assist Conservation Coordinator with planning and facilitating Soil on Demand field project.
- Manage agronomic data collection.
- Facilitate agricultural and conservation-centric events for farmers, landowners, and the community.
- Assist Conservation Coordinator with promotion and administration of federal, state, and local conservation programs, working directly with local landowners, farmers, and organizations.
- Attend monthly Board Meetings and present Board of Directors with important District updates.
- Assist with maintenance of District website, social media, and e-newsletters.
- Perform basic office tasks, including Natural Resources Conservation Service (NRCS) contract work.

All interested candidates are asked to send a cover letter and resume with references to the Kankakee County Soil & Water Conservation District office (address below) or email Crystal Sauder at Crystal.Sauder@kankakeecountyswcd.org by **Friday, December 9, 2022**. For questions, please call the office at (815) 937-8940 ext. 3. If you are interested in learning more about the District, our mission, or the Soil on Demand project, please visit our website at www.kankakeecountyswcd.org!

Kankakee County SWCD: 685 Larry Power Road, Bourbonnais, IL 60914

The Kankakee County Soil & Water Conservation District is an Equal Employment Opportunity Employer.