

## SEEKING SUMMER OUTREACH INTERN

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Kankakee County Soil & Water Conservation District (SWCD)

Spring Intern: mid-February – May 2024



### DESCRIPTION

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The Kankakee County SWCD is seeking candidates for a part-time spring internship position, effective mid-February 2024 through the end of the 2023-2024 academic year (May). It is preferred that the candidate has earned or is working towards earning a degree within education or 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 Resource Conservationist to continue and expand our "Soil on Demand" ag conservation project, plan and promote our spring and summer outreach programs, and assist with occasional field visits.

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

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Candidates must have the ability to communicate across all levels, possess strong organizational skills, self-motivation, willing to accept responsibility, willing to adapt, and process excellent oral and written communication skills. Strong computer skills are required, including Microsoft Word and Excel. Experience maintaining social media, and basic web design is desired. Additional on-the-job training will be offered as needed.

### DUTIES & RESPONSIBILITIES

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The Kankakee County SWCD Spring Intern will be responsible for the following:

- Assisting Resource Conservationist with planning outreach activities focused on soil health, water quality, native plants and pollinators, wildlife, and conservation.
- Presenting in-person events for both students and local farmers/landowners under the direction of the Resource Conservationist.
- Plan and facilitate Soil on Demand field project.
- Manage agronomic data collection.
- Assist 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.
- Assisting with maintenance of District website, social media, and e-newsletters.
- Assisting District Staff with daily office tasks, sales, data entry, and gathering and organizing outreach supplies.

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](mailto:crystal.sauder@kankakeecountyswcd.org) by **Friday, February 9<sup>th</sup>**. Students currently enrolled in college courses are asked to send a copy of their class schedule for the spring semester. 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 our Soil on Demand project, please visit [www.kankakeecountyswcd.org](http://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.*