

# TRUCKEE RIVER WATERSHED COUNCIL

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## 2020 Intern

September 25, 2019

### **SUMMARY OF INTERNSHIP & PROGRAM DESCRIPTION:**

The mission of Truckee River Watershed Council is to bring the community *Together for the Truckee*. We restore, protect, and enhance the Truckee River Watershed.

Our internship is an annual program and provides the right candidate with experience at a small, successful, local conservation organization. The intern fulfills a coordinating role in the areas of fundraising, media, administration, and outreach. The intern will have the opportunity to attend restoration planning and stakeholder meetings and will assist with pre- and post-project monitoring.

Please understand that this position is not an entry level position into the Truckee River Watershed Council and it will not be extended past the end date. Additionally, there is not likely to be a job opening, but if there is the intern will need to apply to be considered as a candidate.

**STATUS:** Seasonal employee

**HOURS:** 32 hours/week, Monday - Thursday, 8:00am – 4:30pm, in the office. Occasional early morning (7:00am), evening, and weekend activities.

**Dates:** January 2, 2020 to January 8, 2021

**FLSA Status:** Non-exempt.

**PAY:** \$20/hour, 8 paid holidays, 24 hours paid sick leave

**SUPERVISOR:** The Intern reports to the Executive Director

### **TYPICAL WORKING CONDITIONS:**

The Truckee River Watershed Council is a small team and our approach allows us to be nimble and take ownership of new projects. Work may be stressful at times.

We work from a small office in the downtown district in Truckee. The position is based in our office and involves frequent contact with staff and the public. None of our staff work remotely.

We are a dog-friendly work place. If you are a responsible dog owner and your dog is well-socialized, your dog can come to work with you.

We provide training and support for the duties listed below. We don't expect the intern to know everything right away! But we do expect the intern to be willing and open to training.

**EXAMPLE OF DUTIES:** *(this list may not include all of the duties assigned)*

Internship Project: the intern is expected to identify, scope, and implement a project that increases their skills and abilities while forwarding the mission of the Truckee River Watershed Council. The intern will be given 200 hours of paid time to complete the project.

Attend workshops, conferences, and regional meetings such as Projects & Assessments Committee, Truckee River Basin Water Group, River Rally, Truckee River Field Study Course, Sierra Meadows Partnership, Lake Tahoe West Collaborative, etc.

Work with program and project staff in pre- and post- project monitoring and field work for meadow and stream restoration projects. Assist the same staff with volunteer programs and with stakeholder meetings for restoration design, planning, and construction.

Assist the Development Director with fundraising including participating on the Fundraising Committee, coordinating introductory sessions, producing mailings for donor appeals, producing invoices and thank you letters, maintaining contact data in Civi-CRM database, and participation in donor events.

Assist the Executive Director with administrative duties such as attending board meetings and taking minutes, organizing board committee meetings, reviewing and routing Public Agency meeting agendas, filing support for bookkeeping, managing inquires and correspondence with general public, managing office supplies and materials.

Manage the weekly posting of e-newsletter with MailChimp, frequent social media posting with Facebook and Instagram, and production of two print newsletters. Maintain and update the web site with Wordpress. Table at local and regional community events for outreach with attendees.

Assist all the staff with the IT support vendor and regular checking of computers and servers.

Occasional projects: The Intern may work with the Executive Director and/or program staff on projects.

**PERFORMANCE REQUIREMENTS:**

- Bachelor's degree in physical or biological sciences with coursework in watershed sciences, aquatic ecology, or related subjects and/or equivalent experience.
- Experience in biological fieldwork and willingness to work outdoors in strenuous physical activity under diverse weather conditions, such as hiking with equipment, working during high or low temperatures for up to 8 hours.
- Comfortable in water and river environments.
- A strong sense of what really matters to people about habitat restoration.
- High level of computer literacy, including MS Office, Wordpress, databases, websites, and social media.
- At least some experience in updating and maintaining web sites with content management systems.
- High competency in social media channels such as Instagram, Facebook, and MailChimp.
- Must be reliable, able to follow directions, maintain a positive and professional attitude, dress appropriately for office and field work.
- Driver's license, proof of insurance, a reliable vehicle, and willingness to drive for projects that are off-site (mileage is reimbursed).

- Ability to walk on uneven terrain, carry moderately heavy loads of 20 -30 lbs, work outdoors, and withstand high or low temperatures for several hours at a time.
- Quick learner. Eager to take a task and run with it.
- Excellent communication skills and writing abilities. Friendly, warm, conversational writing style.
- Roll-up-your-sleeves attitude; no task beneath you.
- Able to work on multiple projects simultaneously and meet tight deadlines.
- Ability to produce high quality work with accuracy and attention to detail.
- Ability to work independently.
- Willing to understand and use the Truckee River Watershed Council approach, aesthetic, and work.
- Willingness to do office work, data entry and analysis.
- At least some experience in producing print newsletters or documents.

**TO APPLY:**

If you're interested, please email [info@truckeeriverwc.org](mailto:info@truckeeriverwc.org) with:

1. One-page letter about yourself, in .PDF
2. Résumé, in .PDF, and include links to your Facebook, Instagram, and/or blog

We'll be reviewing the applications as they come in.

We will begin interviewing candidates in the last half of October 2019.

Thank you for your interest in our work!