

TRUCKEE RIVER WATERSHED COUNCIL

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2023 Intern

August 8, 2022, updated 8/24/22

The mission of Truckee River Watershed Council (TRWC) 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 offers experience at a small, successful, local conservation organization. The intern fills a coordinating role in the areas of fundraising, media, technology, 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.

People who have interned with us in the past few years are now working in forestry management, for a land trust, in land use planning, and in grad school (hydrology). Interning with TRWC helped them achieve these positions.

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 we welcome the intern to apply.

LEARN MORE

- ❑ We'll have virtual Q&A/AMA sessions with our staff on:
 - 8/12/22, 11:00am
 - 8/24/22, 10:30am
 - 9/6/22, 9:30am
 - 9/26/22, 3:00pm
 - Email to register and we'll send the link – info@truckeeriverwc.org.
 - Each will be an hour and you can be on for all or just part of the time.
- ❑ Come to a 30 minute virtual River Talk on 8/25/22, 9:00am or 9/8/22, 9:00am - Email to register and we'll send the link–info@truckeeriverwc.org. River Talks are about our projects (and there is not much time at all for Q&A).
- ❑ Our website - the "Our Work" pages are often the most interesting to people <https://www.truckeeriverwc.org/our-work/>
- ❑ Our enewsletters have lots of current info. You can subscribe and/or read back issues here: <https://www.truckeeriverwc.org/newsletters/>
- ❑ Check our Instagram and Facebook feeds

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: November 28, 2022 to January 4, 2024

FLSA Status: Non-exempt

PAY: \$24/hour, 10 paid holidays, 24 hours paid sick leave

SUPERVISON: 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. There are periods we are working with many deadlines – this can be both exciting and stressful.

We work from a small office in the downtown district in Truckee. The position is based in our office. In 2023, we do not anticipate working remote but if directed by state and/or county health departments, we have the means to do so.

We are a dog-friendly workplace. If you are a responsible dog owner and your dog is well-socialized, your dog can come to work with you. Several current staff bring their dogs to the office.

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)*

Occasional projects: The Intern may work with any of the staff on special projects.

Attend workshops, conferences, and regional meetings such as Truckee River Basin Water Group, River Rally, Sierra Meadows Partnership, SERCal, etc.

Work with restoration project directors in pre- and post- project monitoring and field work for meadow, stream, and forest restoration projects. Assist in coordination of general public's access and use of restoration sites. Assist the same staff with volunteer programs and with stakeholder meetings for restoration design and construction.

Be the point of contact with our technical support vendor (Tech Impact) and assist the staff with the IT support.

Assist the Development Director with fundraising including participating on the Fundraising Committee, coordinating introductory sessions about TRWC (River Talks), producing mailings for donor appeals, producing invoices and thank you letters, and participation in donor events.

Assist the Executive Director such as attending board meetings, organizing board committee meetings, reviewing Public Agency project information, and managing inquires and correspondence with general public.

Organize external communications, frequent social media posting with Facebook and Instagram, and production of two print newsletters. Maintain and update the website with Wordpress. Help with local and regional community outreach.

During the final few months of the internship, if the intern is interested, we will help with introductions and coaching for information interviews and job interviews.

PREFERENCES FOR SKILLS AND EXPERIENCE:

- Bachelor's degree with coursework in environmental or watershed sciences, aquatic ecology, or related subjects and/or equivalent experience.
- A strong sense of what really matters to people about conservation and habitat restoration.
- Comfortable in forest, water, and river environments and a willingness to work outdoors in strenuous physical activity under diverse weather conditions, such as hiking with equipment, working during high or low temperatures for several hours.
- 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.
- High level of computer literacy, such as videoconferencing (zoom et al), MS Office, Wordpress, databases, websites, and social media.
- Willingness to do office work, data entry and data analysis (all staff have these types of responsibilities)
- 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.
- Must be reliable, able to follow directions, maintain a positive and professional attitude, dress appropriately for office and fieldwork.
- Roll-up-your-sleeves attitude; no task beneath you.
- Quick learner. Eager to take a task and run with it.
- Excellent communication skills and writing abilities. Friendly, warm, conversational writing style.
- Willing to understand and build upon the Truckee River Watershed Council approach, aesthetic, and work.
- Driver's license, proof of insurance, a reliable vehicle, and willingness to drive for projects that are off-site (mileage is reimbursed).

TO APPLY:

If you're interested, email info@truckeeriverwc.org and include the following:

1. Tell us about yourself by including ONE of the following. We equally value all of these options – there is no preference by us of one format over another – chose the one that you like best!
 - One-page letter in .PDF about yourself and your experience
 - 3 minute (max) voice memo about yourself and your experience
 - 3 minute (max) video about yourself and your experience
2. Résumé in .PDF

The application period is open now and closes September 30, 2022. We review applications starting August 29, 2022.

Thank you for your interest in our work!