

TRUCKEE RIVER WATERSHED COUNCIL

PO Box 8568
Truckee, CA 96162
530-550-8760
www.truckeeriverwc.org

2024 Intern

September 11, 2023

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.

LEARN MORE

- ❑ If you'd like to set up a short 15 min call for more information before applying please:
 - Email Lisa Wallace at: lwallace@truckeeriverwc.org
- ❑ Our website - the "Our Work" pages are often the most interesting to people <https://www.truckeeriverwc.org/our-work/>
- ❑ Our newsletters 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

THE INTERNSHIP

Our internship is an annual program and offers experience at a small, successful, local conservation organization. The Intern reports to the Executive Director and will have the opportunity to work with all staff, attend restoration planning and stakeholder meetings and will assist with pre- and post-project monitoring. The intern also has responsibilities in the areas of fundraising, media, technology, administration, and outreach. It is common for the intern to take on specific special projects related to restoration and stewardship.

People who have interned with us in the past few years are now working in forestry management, for land trusts, and in land-use planning. Interning with TRWC helped them achieve these positions.

Please understand that this position is not an entry-level position into TRWC 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.

Schedule: January 2, 2024 to January 3, 2025. 32 hours/week, Monday - Thursday, 8:00am - 4:30pm, in the office. Occasional early morning, evening, and weekend activities.

Pay & Benefits: \$25/hour, 10 paid holidays, 24 hours paid sick leave

Work environment: 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. We do not anticipate working remote but if needed we have the technology 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 intern. We don't expect the intern to know everything right away! But we do expect the intern to be willing and open to learning.

Preferences for Skills and Experience

- Bachelor's degree with coursework in environmental or watershed sciences, aquatic ecology, or related subjects and/or equivalent experience.
- 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.
- 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 of one format over another:
 - 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 October 27, 2023. We review applications as they come in. Thank you for your interest in our work!