



## ***Solano Resource Conservation District Position Announcement Environmental Outreach Internship***

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### **Position Title**

Environmental Outreach Intern (Temporary Position)

### **About Solano Resource Conservation District**

Solano Resource Conservation District (Solano RCD) is a special district to the State of California which works closely with a variety of local and regional partners to enhance and protect Solano County watersheds through strategic restoration activities, water education and outreach programs, and by offering conservation planning and watershed coordination services to local residents and landowners. Solano RCD staff and its Board of Directors strive towards excellence, equity, inclusion, collaboration, and appreciation in the work performed and welcomes candidates who share these same values.

### **Employment Duration**

The program runs mid-May through mid-September. Required hours are Saturday and Sunday from approximately 7:30AM to 5:00PM and Monday meetings at Dixon Field Office from 9AM to 1PM. Interns are expected to work all holidays and holiday weekends (including Memorial Day, Fourth of July, and Labor Day). Internship duration and schedule may be flexible depending on student availability.

### **Location**

This position is currently located in the Dixon Field Office of the Solano Resource Conservation District in Solano County, California.

### **Program Summary**

Environmental Outreach Interns work on the Boater Outreach Program which promotes environmentally sound boating practices to protect local waterways from pollutants. Public outreach occurs at local marinas and boat launches at Lake Berryessa, San Pablo Bay, Suisun Bay, and the Delta. Interns conduct one-on-one outreach by administering the Dockwalker survey, in partnership with the CA Coastal Commission, between Memorial Day to Labor Day. The program also includes reducing oil pollution by ensuring hundreds of boaters install oil absorbents that physically capture potential pollutants such as boat oil and fuel.

### **Essential Job Functions**

- Approximately 80% Field, 20% Office
- Administer surveys and distribute information on watersheds and “clean and green” boating practices to boaters and day-users; deliver one-on-one outreach on water quality issues.
- Organize and maintain an inventory of program materials and supplies.
- Create, organize, and manage data and photos collected each week.
- Prepare weekly and final summaries of the data collected.
- Compose newsletter articles about watershed protection and the environmental outreach program.
- Wear the “Bilgee” costume to inform boaters of the boater outreach’s oil absorbent exchange program as well as keeping watersheds clean and healthy; serve as an assistant to others; wearing the Bilgee costume while conducting surveys.
- Help analyze and create a final report on data collected; present findings in a PowerPoint presentation with other interns to partner agencies at the end of the program.
- Other duties as assigned.

### **Benefits for Environmental Outreach Interns**

- Resume and cover letter development.
- Enhanced presentations skills and oral communication skills.
- Professional growth in teamwork, leadership, data management, and public relations.

### **Minimum Qualifications**

- Student in the process of an undergraduate, graduate degree, or a recent college graduate.
- Focus of study or declared major in: environmental science, environmental planning, watershed science, biology, ecology, horticulture, geology, hydrology, public relations, or similar field.
- Experience in Microsoft Office.
- Experience in customer service preferred, but not required.
- Excellent communication and organizational skills as well as the ability to multi-task.
- Must be comfortable working alone, with a partner, and on a team.
- Environmental education and outreach experience encouraged, but not required.
- Applicant should be a team player with an ability to work with staff and students who have a diverse range of backgrounds, motivations, and interests.

### **Conditions of Employment**

- Must be able to work in a variety of environments, including sitting inside at a computer for long periods of time as well as standing/walking outdoors in extreme temperatures and on uneven terrain.
- Must have and maintain a valid California Class C Driver's License and have personal liability vehicle insurance.
- Must be able to occasionally lift, bend, stoop, kneel, and carry heavy objects up to 50 pounds.
- Employment at the Solano RCD is employment at-will. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or the District.

### **Compensation**

Internships are temporary positions (\$18 per hour). Medical, dental, vision, and retirement benefits are **not** provided. Candidates will be required to drive to the Dixon office. Mileage and time are provided for work-related driving using a personal vehicle. A work vehicle will be provided on most occasions.

### **How to Apply**

**Submission:** Submit a cover letter describing your interest in the position and a detailed resume with three professional references to Caitlyn Morrissey at [caitlyn.morrissey@solanorcd.org](mailto:caitlyn.morrissey@solanorcd.org). Mailed application materials are also accepted. **Applications will be reviewed February 28<sup>th</sup>, 2023. Position is open until filled.**

**Notification:** All applicants will be notified of the status of their application via email, generally within two to three weeks after the closing date.

**Selection Process:** The application materials for applicants meeting the minimum qualifications will be reviewed by a screening panel to select the best qualified for testing or interview. Solano RCD reserves the right to set up a written test, performance test, and/or other assessment procedures before or after the interview process. Possession of minimum qualifications does not guarantee an interview or invitation to test.

**Special Testing Arrangements:** If you require special arrangements due to a verified disability or medical condition, please contact Caitlyn Morrissey at (707) 678-1655 x 101.

*Solano Resource Conservation District is an equal opportunity employer and does not discriminate based on race, religion, color, sex, gender identity or expression, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other status covered by local, state, or federal law. Our goal is to be a diverse workforce that is representative, at all job levels, of the communities we serve.*