

Job Announcement for Environmental Outreach Intern (Temporary)

About Solano Resource Conservation District

Solano Resource Conservation District (Solano RCD) is a special district to the State of California that 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 toward excellence, equity, inclusion, collaboration, and appreciation in the work performed and welcome candidates who share these same values.

Position Summary

Solano RCD currently has four vacancies for the Environmental Outreach Intern position. The individual selected for this position will report to the Solano RCD office located in Dixon, CA, but will also work from various boating venues throughout Solano County, including Lake Berryessa during weekend shifts.

We are looking for motivated individuals to join our team and provide environmental outreach and education to boaters and day-users in Solano County and Lake Berryessa. The person in this position must be civic-minded and enjoy interacting with diverse communities; work well with a dynamic and collaborative team, as well as independently; and have strong time management and organization skills. The Environmental Outreach Intern will receive oversight from the Assistant Project Manager, with direct supervision from the Education Program Director.

Work Hours

The program runs May 16th – September 9th, 2022. Required hours will be Saturday and Sunday from approximately 7:30AM to 5:00PM at various boating venues throughout Solano County, including Lake Berryessa 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.

Essential Duties and Responsibilities

- 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.

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Benefits for Environmental Outreach Interns

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

Minimum Qualifications

- Student in the process of an undergraduate or 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.
- 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.
- Experience in Microsoft Office.

Desired Qualifications

- Experience in customer service preferred, but not required.
- Environmental education and outreach experience encouraged, but not required.

Conditions of Employment

- Must be able to work in a variety of environments, including sitting inside at a computer for long periods of time, and standing/walking outdoors in extreme temperatures as well as on uneven terrain.
- Must be able to work with staff and community members who have a diverse range of backgrounds, motivations and interests.
- Must have and maintain a valid California Class C Driver's License and have personal liability insurance.
- Must be able to 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 and Benefits

Internships are non-exempt, temporary positions (\$17 per hour). Medical, dental, vision and retirement benefits are **not** provided. Candidates will be required to drive to their primary reporting locations, and mileage will be provided for work-related driving. 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 work-related references to Caitlyn Morrissey at caitlyn.morrissey@solanorcd.org. Mailed application materials are also accepted. Interview panel will start review of applications **March 4th, 2022**. 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 interview.

Solano Resource Conservation District is an equal opportunity employer and does not discriminate on the basis of 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.