



Deschutes Soil and Water Conservation District
625 SE Salmon Ave. Redmond OR. 97756 541-923-4358 ext. 3190

Outreach, Administrative, and Stewardship Internship **Temporary Part-time position**

Stipend: \$1,500/month for 4 months at 15 - 20 hours/week, max 80 hours/month

Open: July 13, 2021

Close: July 30, 2021, or until filled

Start Date: August 2021

General Position Summary

This is an internship position with the Deschutes Soil and Water Conservation District (DSWCD) and will serve for four months. During this time, the intern will assist the District Manager with the District's workload. The position is in a multi-agency office at 625 SE Salmon Avenue, Redmond, OR 97756 and must work closely with other agencies and groups. The position falls under the direction of the Deschutes County SWCD Board of Directors and the supervision of the SWCD Manager.

Conservation Technician Job Description

The primary duty is to assist the District manager in administrative tasks and projects. Tasks may include website design, marketing, social media outlets, outreach, education to landowners to address natural resource concerns, update of the Rural Living Handbook, improving the District's Manure Exchange Program, Grant management support, and conducting field investigations and assessments of private irrigation delivery systems, on-farm irrigation water management, forest health, riparian restoration, and urban agriculture.

Essential Functions / Major Duties

The ideal candidate will possess the following:

- Pursuing a degree in natural resources, conservation, agriculture, or irrigation
- Ability to communicate clearly and professionally
- Well organized and detail oriented with record keeping skills
- Proficiency in Word, Excel, and PowerPoint
- Experience in website design
- Marketing and social media skills

Demands / Complexity

The work will vary in complexity and requires the ability to smoothly transition between tasks and take direction from others. The intern must be able to work both independently and as part of a team, with minimal supervision, including prioritizing daily work tasks, scheduling field

work, and meetings. The intern is responsible for documenting their own time for monthly reporting purposes. The position may have unexpected deadlines which requires flexibility in meeting other demands.

This position will work an average of 20 hours in a week, not to exceed 30 hours/week, and must be willing to be flexible with the work week schedule. To perform the duties of this position, this employee must serve as an incidental motor vehicle operator during daylight hours. Applicants must have a valid Oregon driver's license and this position requires the use of a dependable personal vehicle. Funding is available for mileage reimbursement at the GSA government rate. This position requires a combination of office and fieldwork. Office work involves regular use of computers and prolonged sitting or standing at meetings. Field work requires walking over rough or uneven terrain, sometimes in inclement weather, and carrying objects such as measuring tools and supplies.

This position involves periodic travel to early morning, daytime and evening meetings, field tours, workshops, training sessions, and landowner properties throughout the county.

Supervisory Responsibility

This job has no regularly assigned supervisory responsibility.

Contacts with Others

This position has daily face-to-face interactions with Deschutes SWCD and USDA Service Center staff, including short weekly staff meetings. Interactions in person, via phone, email, and written correspondence will occur with irrigation district managers and water masters along with private landowners. Typical interactions may include exchange of information, sharing of technical information, coordination of on-going projects, discussion of potential new projects, and providing technical assistance information. Care must be taken to avoid sharing information governed by the USDA Privacy act (408.40), most of which is private landowner information.

Specific Job Skills

This job requires good communication and writing skills. The employee must be proficient in the use of computers and in the use of certain software including Microsoft Office Suite products such as Excel, Word, and PowerPoint. The Technician must have good problem-solving skills, take direction well, and can multi-task.

Education / Experience

Minimum education requirement is a current student pursuing an AS or BS degree in natural resources or one-year experience in the natural resources field.

Job Conditions

Working conditions for this position is a combination of office and field work.

Additional Information

- This is a 4-month internship. The work schedule is flexible to work around the intern's class schedule. The work will be mainly remote with weekly meetings.
- Deschutes County SWCD is an equal opportunity employer.
- The USDA Service Center is constantly adapting to the changes occurring related to COVID-19. The Service Center is currently open for employees with regulations in place. The DSWCD will work closely with the employee to maintain a safe working environment.
- A personal cell phone, valid OR Driver's license, and a reliable vehicle are required for this position.
- This position will have an office phone available for use, but a personal cell phone is required for use in the field.

Compensation

This is a temporary, part-time at-will employee position which has a limited duration of 4 months with a \$1,500 monthly stipend. This intern position will work 15 - 20 hours per week with an 80-hour cap in one month. The work schedule will be agreed to by the Deschutes SWCD Manager. On occasion and with Manager approval, employee might exceed 20 hours or work less than 20 hours in a particular week.

Benefits

Sick Leave

Mileage Reimbursement at GSA rate

Include the following:

- Cover letter
- Resume
- Documents must be in PDF Format.

Email applications to the District Manager:

Erin Kilcullen: ekilcullen.dswcd@outlook.com

Deschutes Soil and Water Conservation District prohibits discrimination in all its programs and activities based on race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Deschutes Soil and Water Conservation District is an equal opportunity provider and employer.