



Nine Mile Creek Discovery Point

12800 Gerard Drive
Eden Prairie, MN 55346

(952) 835-2078

ninemilecreek.org

Intern Position Description

Position Title:	Intern
Position Status:	Temporary
Reports To:	Program and Project Manager/Education and Outreach Coordinator
Salary:	\$15.00/hour; This position does not include benefits or paid time off.
Hours:	24-32 hours/week with monthly weekend and evening work
Type of work:	In-person, with virtual options later in term—see District COVID preparedness plan and current updates
Term:	May/June-September 2022 (term may be extended through virtual work as available)

About the Nine Mile Creek Watershed District

The Nine Mile Creek Watershed District (District) is a local unit of government that protects, manages, and enhances the water resources in the Nine Mile Creek Watershed. The District serves the residents, property owners, and visitors of the cities in our District: Bloomington, Richfield, Hopkins, Edina, Eden Prairie and Minnetonka.

Purpose

Candidate will develop/enhance their knowledge of watershed management, natural resources, and local government, while providing support for the District's education & outreach program and regulatory program. This position will also provide support for day-to-day office and building activities such as organization of District files and documents, room set-up, and outdoor site maintenance.

Responsibilities

- 1) Assist with the implementation of District education and outreach program activities, including, but not limited to:
 - a) Lead environmental activities and programs and assist others in delivering them. This will include evening and weekend hours.
 - b) Participate in public outreach pertaining to current and future District capital projects.
 - c) Develop program fliers, fact sheets, and brochures.
 - d) Promote education programs and assist with program registration and coordination.
 - e) Assist education staff with the preparation and evaluation of education programs, including school and group programs, tabling events, etc.
 - f) Help coordinate programs and activities at the District office, Discovery Point.
 - g) Provide direction to volunteers during select education events.

- 2) Assist with District's social media outreach, including developing content, publishing, and scheduling posts, and investigating new platforms.
- 3) Assist with the care of the District's five-acre office site including maintenance of raingardens, landscaping, and helping with other various projects.
- 4) Assist staff in developing and maintaining relevant information on the District's website.
- 5) Assist with the District's cost share grant program; duties may include application processing, grant review, site visits and inspections, and other duties as needed.
- 6) Support the regulatory program by performing routine tasks, especially drafting communications, permit tracking, and other tasks as assigned.
- 7) Perform field work, including assisting with monitoring, carp assessment and fisheries projects, fisheries volunteer coordination and training, and equipment coordination.
- 8) Office duties including word processing, filing, copying, mailing, email correspondence, research and information gathering, photography, etc.
- 9) Other duties as assigned.

Knowledge, Skill and Abilities

- High school diploma; currently enrolled or successfully earned a bachelor or graduate degree in environmental education, water and natural resources management, landscape architecture, urban planning, geography, engineering, communication, or related field.
- Ability to work independently and within a coordinated team framework.
- Strong written and oral communication skills.
- Demonstrated public speaking and presentation skills.
- Ability to take initiative in completing and organizing work assignments.
- Candidate must be confident in conflict resolution skills.
- Valid driver's license and own means of transportation.
- Ability to lift 50 pounds
- Ability to walk up to 2 miles on paved and unpaved surfaces
- Experience using Adobe InDesign and Illustrator and ArcGIS is preferred.

Application

Mail or email letter of interest, resume, and three references by **Monday, February 21, 2022**, to:

Gael Zembal

gzembal@ninemilecreek.org

office: 952-204-9691 | mobile: 952-658-9104

Nine Mile Creek Watershed District

12800 Gerard Drive

Eden Prairie, MN 55346