



Nine Mile Creek Discovery Point

12800 Gerard Drive
Eden Prairie, MN 55346

(952) 206-0980

ninemilecreek.org

Field Intern

Position Title:	Field Intern
Position Status:	Temporary
Reports To:	Regulatory Program Manager
Salary:	\$18/hour with earned sick and safe time
Hours:	40 hours/week with occasional weekend and evening work; in-person
Term:	May-August 2025 (with potential for term extension)

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 regulatory, fisheries, and cost share programs. This position will also provide support for day-to-day office and building activities such as organization of District files and outdoor site maintenance.

Responsibilities

- 1) Support the District's regulatory program by:
 - a) Conducting permit inspections
 - b) Inspect and create database of past Wetland Conservation Act (WCA) permits
 - c) Inputting permitting and WCA data into District internal database
 - d) Create a program to inspect stormwater practices on past permits
 - e) Updating rule guidance documents
- 2) Support the District's cost share grant program by:
 - a) Inputting and scanning cost share data into District internal database
 - b) Developing communication materials
- 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 with fisheries management fieldwork including:
 - a) In-lake goldfish and carp removals
 - b) Assist with electrofishing surveys
 - c) Fisheries habitat improvement study

- d) Corn baiting
- 5) Assist staff in developing a database for district projects, which includes data entry and collection.
- 6) Office duties including word processing, filing, copying, mailing, email correspondence, research and information gathering, photography, etc.
- 7) Other duties, as assigned.

Knowledge, Skill and Abilities

- High school diploma; currently enrolled or successfully earned a bachelor or graduate degree in water and natural resources management, environmental education, landscape architecture, urban planning, geography, geology, engineering, or related field.
- Ability to work independently and in a team setting.
- Strong written and oral communication 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.
- Experience using ArcGIS is preferred.

Physical Requirements

This work occasionally requires sitting or standing for extended periods of time while working at a computer in an office setting. This work regularly requires moving and carrying equipment up to 50 pounds, potentially in rough terrain. This work regularly requires working outside in varied weather conditions.

Application

Email a cover letter, resume, and three references to:

Cynthia Rubio
Administrative Specialist
Nine Mile Creek Watershed District
crubio@ninemilecreek.org

Applications that do not include a cover letter, resume, and three references are not considered complete. Staff will not review incomplete applications.

Application Deadline

Friday, February 21st, 2025, by 5 PM