

Minnehaha Creek



Watershed District

**MINNEHAHA CREEK WATERSHED DISTRICT
JOB DESCRIPTION**

POSITION TITLE: Education Intern

REPORTS TO: Education and Communications Manager

SALARY/HOURS: \$11.00/hour; 40 hours/wk.

LOCATION: Minnehaha Creek Watershed District, 18202 Minnetonka Blvd,
Deephaven, MN 55391

PURPOSE: Candidate will develop/enhance their knowledge of public outreach and education, watershed management, and local government, while assisting in the implementation of the MCWD education and communications program.

MAJOR AREAS OF ACCOUNTABILITY:

1. Assist in the implementation of the MCWD education and communications program as directed, including:
 - Maintain and update the District's website.
 - Represent the District at local fairs, festivals, and events.
 - Assist in the development of new public outreach and education programs for adults.
 - Give water-related presentations.
 - Answer the public's requests for information.
 - Maintain the District's contact database.
 - Draft press releases, articles, brochures, and web pages on water related topics.
 - Assist with design and layout of District publications.
 - Assist in preparing project, program, and policy recommendations.
 - Collect and organize watershed outreach materials and technical documents from outside sources.
2. Assist in the Cynthia Krieg Stewardship Grant Program, including:
 - Track data on grantee progress and serve as the District's liaison to grantees.
 - Maintain grant program files and track finances.
 - Advertise grant program before funding round.
 - Prepare and maintain electronic or web based grant application forms.
 - Collect applications and coordinate the review process.
 - Prepare grant agreements and contracts.
 - Update the website with any program changes, and provide updates of granted projects.
3. Assist with front desk duties.
4. Other office and field duties as assigned.

OTHER AREAS OF ACCOUNTABILITY:

- Prepare and report potential programs and project materials for board discussion and approval (work plans) as requested.
- Inform your supervisor of any important developments or potential issues that may affect the district.
- As requested by your supervisor, participate in local and regional agency and organization meetings to promote the district's goals (e.g., - Metro Watershed Partners, Blue Thumb, and Children's Water Festival).
- As requested by your supervisor, facilitate meetings, workshops, tours, and events.
- Respond to constituent/stakeholder inquiries
- Represent the district; attend neighborhood groups, lake associations, etc. as requested by your supervisor.
- Other duties as assigned by the district administrator or your supervisor.

ADDITIONAL PERFORMANCE CRITERIA:

- Ability to develop and maintain a working knowledge of the District's operations and policies and state rules and regulations necessary to complete assigned responsibilities in a fully satisfactory manner.
- Ability to provide superior customer service and interaction in a friendly, professional manner.
- Willingly assists other employees as needed to ensure efficient workflow throughout the District. Maintains a flexible attitude toward job responsibilities and procedural changes.
- Organizational skills to maintain and prioritize case loads while managing several complicated investigations simultaneously.
- Ability to develop and maintain positive, cooperative, working relationships with all District employees/consultants, city and agency staff, and other stakeholders of the District in contributing to a productive results-oriented climate.

QUALIFICATIONS

- High school diploma; currently enrolled in or recently completed a bachelor or graduate degree program in education, graphic or web design, natural resources, water resources, or related fields.
- Strong written and oral communications skills for a variety of audiences.
- The position requires the ability to speak clearly and effectively, be a good listener, keep an open mind and respect the opinion of others.
- Must be proficient with MS Windows XP professional operating system and MS Office Suite (MS Word, MS Excel, MS Access, MS Power Point). Knowledge of web editing software and desktop publishing software (Adobe Creative Suite) are desired.
- Ability to work with little supervision within a coordinated team framework.
- Confidence in handling minor dispute situations.

The position requires a valid driver's license and own means of transportation, ability to walk and carry equipment through rough terrain, the ability to lift approximately 50 pounds and working some weekends and evenings.

APPLICATION: Mail or email letter of interest, resume, and job application (can be found at <http://www.minnehahacreek.org/work.php>) to:

Julie Westerlund, Minnehaha Creek Watershed District
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