



INTERNSHIP OPPORTUNITY

The Juniata County Conservation District is currently seeking a Juniata County student for the position of Resource Conservation Technician Intern. Applicants must be a Juniata County resident, minimum of 18 years of age, actively enrolled as a full-time post-high school academic institution, and possessing an interest in a pursuing a career in environmental science or agriculture. A valid driver's license is not required, but reliable transportation must be available to the applicant. Intern will be required to complete a PA Child Abuse History Clearance and PA Criminal Background Check (PATCH).

Hours of employment: 25-30 hours per week as determined by workload. Position will not exceed 30 hours per week.

Pay Rate: \$12-\$14 per hour

GENERAL STATEMENT OF DUTIES:

The role of the Resource Conservation Technician Intern is to provide technical, informational, and labor support to staff in their efforts to educate citizens and implement conservation practices. The resource conservation technician intern is under the direct supervision of and is accountable to the District Manager and the Juniata County Conservation District Board of Directors. When intern is working with NRCS, intern is under the direct supervision of the District Conservationist.

JOB DUTIES AND RESPONSIBILITIES:

Primary responsibilities may include, but are not limited to the following:

- Assist with district programs as directed by the District Manager, Board of Directors, or staff
- Assist NRCS Staff with conservation plan development
- Assist NRCS staff on site visits with project development, implementation, and construction checks
- Aid in the coordination, planning, and implementation of public workshops, displays, demonstration projects, and inter-agency meetings
- Assist in the development, compilation, and use of resource inventories, land-use information, and available water quality assessments
- Aid in special projects as assigned and assist with surveying
- Perform administrative responsibilities including taking meeting notes, preparing correspondence, and managing files
- Promote and market conservation district programs and initiatives through flyer posting, social media, traditional media, and meeting announcements
- Conduct water quality assessments and procure specimens for educational programming
- Accompany staff in conducting site visits, buffer maintenance and installations, land-owner consultations, and compliance inspections

- Attend district programs such as recycling and clean up events, Ag Education Day, Mifflin/Juniata Envirothon, Snyder-Juniata Kids' Enviro Camp, fundraising, etc.
- Submit activity reports and hourly logs as required
- Attend at least one district board meeting

PREFERED SKILLS:

- Ability to handle multiple priorities and adapt to a changing task demands
- Effective computer, writing, and communication skills
- Interest in environmental science and/or agriculture and working outdoors in difficult terrain and in all weather conditions
- Ability and willingness to learn new skills

Inquiries can be directed to Lori Glace, District Manager, at 717-997-8001

Interested candidates should submit a requested employment application with a cover letter to:

Juniata County Conservation District
Attn: District Manager
146 Stoney Creek Drive, Suite 4
Mifflintown, PA 17059

Juniata County Conservation District is an equal opportunity employer.