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**POSITION TITLE**

Kankakee County Soil & Water Conservation District  
2020 Summer Intern



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**DESCRIPTION**

*The Kankakee County Soil & Water Conservation District provides leadership and coordinates programs focusing technical, financial, and educational assistance to help the landowner and the public protect, preserve, and enhance our natural resources.*

The District is seeking a part-time intern to work for a period of 10 weeks throughout the summer, from June through August depending on intern's availability and District needs. The intern will be responsible for communicating with local farmers to gather information and promote conservation practices on the farm. Additionally, the intern will help with planning and executing educational outreach and ag-related events, as well as basic office tasks.

Pay: \$10-\$12 per hour

Commitment: part-time at approximately 24 hours per week, schedule TBD based upon applicant's availability and District needs

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**BASIC SKILLS**

Candidates must have the ability to confidently communicate across all levels, especially in a one-on-one customer service setting. The candidate must have an understanding of farming and the agricultural industry to effectively communicate with producers in the county. Because the intern will represent our District, candidates must have good interpersonal skills and a positive attitude.

Candidate must be organized, able to follow directions, and work independently. Basic computer skills are required, including Microsoft Word and Excel.

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**DUTIES & RESPONSIBILITIES**

Intern may assist with or be responsible for the following:

- Working in the Farm Service Agency (FSA) office communicating with local farmers.
- Assisting the Kankakee County SWCD staff with daily office tasks including answering phones, taking messages and directing calls, filing, running errands, etc.
- Assisting the Kankakee County SWCD staff with planning and executing educational outreach and ag-related programs and events.
- Providing administrative assistance for the Natural Resources Conservation Service (NRCS).

All interested candidates are asked to send a cover letter and resume to the Kankakee County Soil & Water Conservation District office (address below) or email Emilie Janes, Resource Conservationist, at [Emilie.Janes@il.nacdnet.net](mailto:Emilie.Janes@il.nacdnet.net) by **Friday, April 3<sup>rd</sup>**. For questions, please call the office at (815) 937-8940 ext. 3. If you are interested in learning more about the District, please visit [www.kankakeecountyswcd.org](http://www.kankakeecountyswcd.org).

Kankakee County SWCD  
685 Larry Power Road  
Bourbonnais, IL 60914

*The Kankakee County Soil & Water Conservation District is an Equal Employment Opportunity Employer.*