

## POSITION TITLE

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Kankakee County Soil & Water Conservation District  
Spring Intern, January-April/May 2019



## DESCRIPTION

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The Kankakee County Soil & Water Conservation District is seeking candidates for a part-time spring internship position, effective January through the end of the 2018-2019 academic year (April-May). It is preferred that the candidate has earned or is working towards earning a degree within education or the agricultural, environmental, or biological sciences. It is preferred that the candidate have a background in agriculture, or some knowledge pertaining to the agricultural industry.

The Kankakee County SWCD plans and implements programs for conservation and educational purposes in Kankakee County. The intern will be working with the county's Resource Conservationist to complete work in the District office, with occasional visits to the field.

Pay: \$10-12/hour

Hours are dependent upon hired intern's availability, but a consistent weekly schedule will be established upon hire.

## BASIC SKILLS

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Candidates must have the ability to communicate across all levels, be organized, self-motivated, willing to accept responsibility, willing to adapt, able to take constructive criticism, and possess excellent oral and written communication skills. Candidates must have good interpersonal skills and be willing to work with others while maintaining a positive attitude.

Computer skills are required. Additional on-the-job training will be offered as needed.

## DUTIES & RESPONSIBILITIES

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The Kankakee County SWCD spring intern may be responsible for the following:

- Providing technical and administrative assistance for the Natural Resources Conservation Service (NRCS).
- Assisting with the completion of Natural Resource Information (NRI) reports for the Kankakee County Regional Planning Department, if needed.
- Researching and organizing grant opportunities and partnerships for the District.
- Planning and executing new and ongoing District programs, projects, and educational grants.
- Maintaining and improving the Kankakee County SWCD website and social media accounts.
- Assisting the Resource Conservationist with daily office tasks, sales, data entry, promotion of District programs and events, educational outreach opportunities, and field work.

All interested candidates are asked to send a cover letter and resume with references to the Kankakee County Soil & Water Conservation District office (address below) or email Emilie Janes at [Emilie.Janes@il.nacdnet.net](mailto:Emilie.Janes@il.nacdnet.net) by **Friday, December 28<sup>th</sup>**. Students currently enrolled in college courses are asked to send a copy of their class schedule for the spring semester. For questions, please call Emilie at (815) 937-8940 ext. 3. If you are interested in learning more about the District and our mission, 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.*