

Madison County Soil & Water Conservation District

815 East Highway 92
Winterset, IA 50273
515-462-4884 Ext. 3
www.madison-swcd.org



Summer Internship

Employment Term: 480 hours (~12 weeks). Start date is flexible with the end of the spring semester; hours must be completed by December 31, 2024.

Wage: \$14.00/hour

Work Schedule: Up to 40 hours per week (no weekends or holidays)

Qualifications: Open to any student currently enrolled in college or a recent graduate majoring in a field of study related to agriculture, conservation, engineering, construction trades, GIS, communication, public relations, or urban planning. A valid driver's license is required.

Description of Duties:

Assist the Soil & Water Conservation District (SWCD) with:

- Conservation Reserve Program (CRP) activities;
- Layout and checkout of conservation practices (terraces, waterways, ponds, windbreaks, etc.);
- Conservation planning, mapping, and landowner contacts;
- Information, education, and outreach activities;
- General office duties
- Other duties as determined by the SWCD Commissioners and District Conservationist

The intern will be required to complete a special project for the District (such as developing educational materials, planning an outreach event, or conducting research). The intern will give a presentation to the SWCD commissioners outlining their experiences and accomplishments at the end of the internship.

Work Environment and Expectations:

This position includes both office and field work. Successful candidates will be able to work as part of a team as well as be self-motivated to work independently; create and maintain positive relationships with staff, project partners, and the public (including landowners and operators); work outdoors during various summer weather conditions; traverse rough and steep terrain on foot (e.g., crop ground, grasslands, woodlands, etc.); work safely near large equipment; use basic computer skills (word processing, spreadsheets, presentations); and communicate effectively both orally and in writing.

To Apply:

Submit the following: 1) a one-page **cover letter** explaining why you are interested in this position and what you hope to gain from this experience, 2) a detailed **resume** including education, experience, and skills, and 3) a list of **three references** including their name, title, phone number, and their relationship to you. Application materials can be sent to: Madison County SWCD, Attn: Anna Golightly, 815 E. Hwy 92, Winterset, IA 50273 or anna.golightly@ia.nacdnet.net.

Application Deadline: Tuesday, February 20, 2024

Madison County SWCD is an equal opportunity provider and employer.