



## Internship Outreach and Education Coordinator

The Winooski Natural Resource Conservation District has an opening for an unpaid Internship conducting the responsibilities of an Outreach and Education Coordinator for District-wide programs.

### Position Responsibilities

#### A. Duties

- The Intern shall work under the direct supervision of the District Manager.
- The Intern will need to check-in with the District Manager on a weekly basis, to relay progress and receive guidance on future tasks.
- As the Intern will not be undertaking a full background clearance, will not have access to NRCS/USDA federal computer usage or buildings, unless accompanied by a WNRCD staff member.
- Mileage reimbursement at the federal rate may be available for activities associated with grant driven programs depending on budget allocations.
- Work will be completed in the following areas:

#### 1. Activities

- Creation of educational factsheets from edge of field data reports and other sound scientific data.
- Updating of District website to include newly created factsheets, and resources identified pertaining to the new RAP's.
- Assisting with the creation of and marketing of agricultural workshops focusing on the RAP's
- Assisting WNRCD staff in tabling at farm show events, Nutrient Management Planning classes and other outreach events identified.
- Creation of educational factsheets from scientific data and other sources on best management practices related to watershed stewardship, urban conservation, forestland enhancement, and other identified needs including invasive species, and in-school educational material for stormwater education.
- Continue the data collection and outreach material creation to towns and contractors for sodium chloride best management practices.
- Drafting of blog posts, facebook posts, newsletters, and other social media platforms.
- Updating of District website to include an e-commerce area for smoother tree and trout sale function.
- Other areas of interest identified by the Intern and the WNRCD staff.

#### 2. Critical Skills Needed:

- Knowledge of Vermont natural resource issues
- Self-organizing and goal setting; detail-oriented in data collection and communication;
- Strong interpersonal, written and research skills, and
- Ability to work independently and as part of a team.



## Winooski Natural Resources Conservation District

“Connecting people to a sustainable landscape”

[www.winooskinrcd.org](http://www.winooskinrcd.org)

### 3. Important Skills:

- Computer Skills;
- Knowledge of Conservation Districts and of local, state and federal conservation programs.
- Ability to use Windows, Google Drive, and Microsoft Office programs (including Publisher)

**Compensation:** This is an unpaid internship that will give the recipient skills, contacts and knowledge as well as a solid work reference and access to partners and publicity.

### How to Apply:

Application deadline: open till filled.

Only digital applications will be accepted.

Send Cover Letter, Résumé, brief writing sample and References if available to: [corrina@winooskinrcd.org](mailto:corrina@winooskinrcd.org)

### WE ARE AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical or disability, or any other legally protected status.

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