



Nez Perce Soil and Water Conservation District

Position Announcement – Closing Date 9/12/11 or until filled

Public Information and Communication Internship

ANNOUNCEMENT NUMBER: NPSWCD-12-1111

WORK SCHEDULE: estimated at 10-20 hour per week, schedule may vary

POSITION: Public Information Internship

SALARY RANGE: \$minimum to \$9 per hour, no benefits, employment is at-will

OPENING DATE: August 9, 2011

CLOSING DATE: September 12, 2011 or until filled. Screening will begin 9/13/11

APPLICATIONS MUST BE RECEIVED BY THE CLOSE OF BUSINESS (4 p.m.) on: September 12, 2011 in order to be considered in initial screening

THIS POSITION HAS PROMOTION POTENTIAL TO: None

THE DUTY LOCATION AND ORGANIZATION: Culdesac, Idaho
Relocation expenses are not authorized.

TO APPLY

Please submit a cover letter and resume to : npswcd@co.nezperce.id.us. Only individuals whose applications are being considered will be contacted. No phone calls or office drop-ins please.

Please read the entire position announcement and follow all application instructions.

DESCRIPTION

The Nez Perce Soil and Water Conservation District (District) is based in Culdesac, Idaho. Work tasks will be performed at the Culdesac office site. The public information intern position is a temporary position, without benefits. Start date is estimated at September 2011 and end Date is December 2011. Work hours (start times, hours per day, day per week worked) will vary from week to week and are based on team needs and work load. This means that no set scheduled is determined; employee is irregularly scheduled to work as determined by the project manager. Assignments are related, but not limited to identification of audiences to develop communication methods, distribution of information through radio, direct mail, news paper, web, and workshops, liaison tasks, coordination, technical writing, implementation of action items in marketing plan, web site and newsletter development and writing, public meeting coordination, reception, office administration.

Pre-employment skills testing and evaluation may be required.

Public Affairs/Communication Planner

Page 1 of 2

BASIC QUALIFICATIONS

The following basic qualifications are required:

- Ability to communicate one-on-one and in a group setting. Strong communication skills are required to develop rapport with team members. Ability to perform in a strong team environment is required.
- Ability to operate office and computer equipment such as copiers, fax machines
- Ability to keyboard/type at 65 words per minute.
- Excellent organizational skills
- Ability to operate computer software programs including Microsoft word and Microsoft excel.
- Ability to meet deadlines and attend work as scheduled
- Ability to follow instructions and procedures
- Ability to carry out office tasks such as copying, filing, computer work, climb stairs.
- Ability to meet documentation requirements, provide daily and weekly status reports
- Reliable transportation to attend work.
- Legible handwriting, neat work products
- Insurable driver's license
- STRONG writing skills
- Ability to work as a team member with strong interpersonal, writing and speaking skills and support mission accomplishment with minimal guidance and supervision.
- Enthusiasm

PREFERRED QUALIFICATIONS:

- Experience with IN-Design, Publisher
- Experience with coordinating meetings and events
- Experience with preparing and developing newsletters
- Experience with technical writing