NEZ PERCE SOIL AND WATER CONSERVATION DISTRICT
MARKETING AND COMMUNICATIONS INTERNSHIP

Number  Date  Type  Wage
201901  2/1/2019  Internship/Externship  $11-16 per hour, DOE

Start  Openings  Location  Hours
ASAP  1  Culdesac, ID  5-40 per week - varies

Company Description
The Nez Perce Soil and Water Conservation District encompasses 540,000 acres within Nez Perce County, Idaho. The districts mission is to provide technical and financial resources to landowners and managers within the district for the improvement and enhancement of natural resources.

Job Qualifications
Minimum Qualifications:
- One semester of college in marketing or communications or related field.
- Must demonstrate computer literacy and be able to communicate effectively.
- Must have the ability to work independently, be a self-starter, and meet deadlines.
- Must be a good problem solver.
- Experience using Microsoft Publisher, Word, Excel, Powerpoint and Adobe software.
- Excellent writing skills.
- Ability to communicate orally and in writing
- Ability to coordinate with multiple people and groups.
- Applicant must have reliable transportation to and from work
- Ability to work in adverse climatic conditions
- Ability to walk over and in adverse terrain
- Ability to lift and carry 30-50 pounds
- Must be a US citizen or hold a valid work VISA
- Must possess a current US driver's license and insurable driving record
- Must be able to operate standard and automatic transmission vehicles
- Employee must meet drug free workplace requirements
- Required ability to constantly walk, stand, sit, and complete repetitive arm/hand movements
- Required ability to frequently sit, drive, lift, carry, push/pull, bend and twist at the waist, and reach above shoulder

Preferred Qualifications: Two years of college in marketing, communications, or natural resource field
Experience writing for publications. Experience coordinating events.

Job Description
Develop educational materials (fact sheets, web information, videos), organize community outreach activities (tours, workshops, youth education event), write proposals, develop mass mailing campaigns, and meeting one on one and with groups of people. Develop public service announcements, radio and television advertisements for project conduct watershed meetings. Develop educational meeting agenda and material.

The position is a temporary, position without benefits. Employment start dates vary between February 18 and February 28, 2019. Employment end dates will vary from August 15th to 26th. 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 schedule is determined; employee is irregularly scheduled to work as determined by the District manager.

Assignments are related to event coordination (40%), document publishing (30%), newsletter, fact sheet, publication development (20%) and other duties as assigned (5-10%). Communication skills are essential to this position.
Other duties as assigned is estimated to be 5 to 10% of the workload for this position. Other duties include tasks assigned by the district manager on an as-needed basis and may include both field and office duties.

Skills testing and minimum task certifications will be evaluated throughout the employment period.

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<tr>
<th>Contact Information</th>
<th>This is an equal opportunity employer</th>
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<tbody>
<tr>
<td><strong>How to Apply</strong></td>
<td>Email Resume</td>
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<td><strong>When to Apply</strong></td>
<td>On or before 2/15, 2019  Screening begins 2/18/2019</td>
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<tr>
<td><strong>Contact</strong></td>
<td>HR Director</td>
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<td>NEZ PERCE SOIL AND WATER CONSERVATION DISTRICT</td>
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<td>P.O. Box 131</td>
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<td>Culdesac, ID 83524</td>
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