Position Description
For
Natural Resource Technician Intern

Title: Natural Resource Technician Intern

Introduction
The person in this position will work with CD staff to address natural resource and soil health issues by working cooperatively with private landowners, other District staff, partners to collect and analyze natural resource data and assist with administration of grants as needed. This is a full-time, temporary position, not to exceed 700 hours.

Duties & Responsibilities
1. Assists District staff and partner agencies with project implementation including, but not limited to, landowner contacts, resource inventories, data entry, data analysis.
2. Collects, analyzes, and disseminates natural resource data in accordance with District, state, and federal guidelines, and as District programs may require.
3. Assists District staff with public outreach efforts about conservation and natural resource issues.
4. Work cooperatively with landowners and coordinating agencies to effectively implement assigned grant program requirements.
5. Writes assigned project reports including monthly and quarterly progress reports.
6. Assists District staff with developing and writing grant applications to fund priority conservation projects.
7. Assists District staff with the development of conservation plans and natural resource recommendations for cooperators.
8. Integrate geospatial data into ArcGIS and produce maps of specific special overlays to use in conservation planning and education.
9. Provides technical assistance as needed to the public.
10. Assists with monthly grant vouchers for project related activity.
11. Performs other duties as assigned by supervisor.
12. All duties and actions taken by the incumbent of this position while on official duty will be performed in a safe and healthful manner and will be of a nature to reflect favorably on the Okanogan Conservation District.

Supervision
The incumbent of this position is under the direct supervision of the District Manager. Additional assignments are given by other members of the District and NRCS staff. Conflicts in assignments will be resolved by the District Manager. The incumbent of this position does not supervise other employees.
Position Requirements

This position requires the following skills:

1. High school diploma or equivalent required.
2. The incumbent must be self-motivated, able to work independently and in groups, and work efficiently and honestly.
3. Must have demonstrable experience working positively and successfully with individuals one-on-one and in group settings.
4. Ability and desire to motivate individuals to adopt and implement resource management practices on their property. This may include educational speaking in front of public groups, organizations, or clubs.
5. Must be able to effectively communicate verbally and in writing with cooperators, co-workers, and others.
6. Knowledge of a broad range of natural resource conservation principles, techniques, methods and practices to apply and install conservation systems, which involve complex and diverse land uses and landowner objectives.
7. Organizational, report and informational writing, and research skills are required.
8. Computer literacy (word processing, spreadsheets, and database management) is required at an intermediate level.
9. Knowledge of introductory level ArcGIS.
10. Ability to organize and plan own schedule of activities related to work goals set by the District Manager or their designee.
11. Must be able to physically perform the tasks of the job in the field by traversing uneven ground in varied weather conditions and occasionally carrying up to 50 pounds of equipment and/or materials.
12. Must have and maintain a valid Washington State Driver’s License.

The following are highly desired:

1. Education in natural resource management or closely related field is preferred. Experience may be substituted year for year for education.
2. Knowledge and skill in surveying and identifying soils.
3. Ability to effectively use a variety of tools to collect, disseminate, and record natural resource data.
4. Knowledge and skills in computer use for word processing, database creation and maintenance, spreadsheet, Arc GIS, scheduling, and other uses as they arise. Ability above data entry level is highly desired.
5. Ability to work closely, cooperatively, and in a non-confrontational manner with others in a public office environment.
6. Ability to maintain accurate records regarding time-keeping and authorized expenses.

Compensation

The incumbent will be paid $11.00 - $15.00 per hour for the duration of the temporary appointment. This position will additionally receive paid sick leave.