



Adams County Soil and Water Conservation District

2243 Loomis Ave Ste 2
Corning IA 50841-8008
Phone: 641-322-3116 ext 3
FAX: 855-223-7141

VACANCY ANNOUNCEMENT

Position: Summer Intern Position to serve out of the NRC Field Office located in Corning, Iowa.

Duration: Can start as early as May 1, 2017 and work until December 31, 2017

Pay: \$10 per hour, up to 5 days a week (no weekends or holidays)

Qualifications: Open to any student currently enrolled in college or recent graduate majoring in a field of study related to agriculture, conservation, engineering, construction trades, GIS, communications, public relations, urban planning, or environmental sciences.

Duties: The Intern will assist the local Soil & Water Conservation District with duties including, but not limited to –

- Assist field office staff with the development of conservation plans and implementation of conservation practices
- Working with local landowners and partners to develop interest in and commitment to implementation of conservation programs and activities
- Assist field office with other various activities as directed by day-to-day supervisor (District Conservationist).

Work environment: This position includes both office and field work. Successful candidates will work as part of a local team as well as independently, be able to traverse rough terrain on foot, spend time outdoors in the summer month, be able to work with the public including landowners and customers, use GPS/GIS tools, work in extreme temperature or inclement weather as required, work around large equipment, and complete work in a timely manner. A valid driver's license is required.

Reporting: The intern will report to the District Conservationist on a day-to-day basis. In addition, the Intern will file progress reports with the Soil & Water Conservation District and Division of Soil Conservation & Water Quality. A background check of the student will be required. The student Intern will also develop a wrap up presentation for the commissioners outlining their experiences as an intern, and complete a special project for the District such as hosting a field day or informational meeting, organizing and outreach event, or other approved activity.

Deadline to apply: Application must be received (not postmarked) by 4:00 pm on March 20th, 2017.

Application process: Request a copy of the SWCD Summer Intern Job Application by calling Adams SWCD at 641-322-3116 ext 3 or email Kelsey.kinyon@Ia.nacdnet.net. Mail or email the completed application (which includes application form, cover letter, and resume) to Adams SWCD, Attn: Kelsey Kinyon, 2243 Loomis Ave, Ste 2, Corning, IA 50841 kelsey.kinyon@Ia.nacdnet.net.

For more information, contact:

Kelsey Kinyon, Conservation Assistant, or Karla Focht, District Conservationist – 641-322-3116 ext 3

An Equal Opportunity Employer, Provider, and lender.

SOIL AND WATER CONSERVATION DISTRICT SUMMER INTERN 2017 Application

I am applying to work in the following location: Corning

APPLICANT INFORMATION					
LAST NAME		FIRST		MI	
STREET ADDRESS				APT/UNIT #	
CITY		STATE		ZIP	
PHONE		EMAIL			
Are you a citizen of the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO					
If NO, are you authorized to work in the U.S. <input type="checkbox"/> YES <input type="checkbox"/> NO					
Have you ever been convicted of a felony? <input type="checkbox"/> YES <input type="checkbox"/> NO					
If YES, explain:					
Do you have a current, valid driver's license? <input type="checkbox"/> YES <input type="checkbox"/> NO					
EDUCATION					
High School					
From		To		Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	
College					
From		To		Field of Study	
Other				Address	
From		To		Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	
				Degree	

PREVIOUS EMPLOYMENT / WORK EXPERIENCE			
Employer		Phone	
City, State		Supervisor	
Job Title			
Duties			
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Employer		Phone	
City, State		Supervisor	
Job Title			
Duties			
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Employer		Phone	
City, State		Supervisor	
Job Title			
Duties			
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO			

REFERENCES please list three references			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Relationship	
Address			
DISCLAIMER AND SIGNATURE			
I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.			
Signature		Date	

In addition to this application, create a 1-page COVER LETTER that briefly responds to the following:

- How did you find out about this internship opportunity?
- Why are you interested in this internship opportunity?
- What are your career goals?
- Demonstration of your ability to complete work independently

Applications must be **RECEIVED BY** (not postmarked) **4:00 p.m. on March 20th, 2017**. Return completed application including the following 3 items: 1) Cover letter, 2) Soil and Water Conservation District Summer Intern 2016 Application Form 3) Resume

Mail or email application to: Adams SWCD
Attn: Kelsey Kinyon
2243 Loomis Ave, Ste 2
Corning, IA 50841
Kelsey.kinyon@ia.nacdnet.net

**Do NOT include any additional materials with your application not specified above.*