

## 2017 Monroe County Soil and Water Conservation District Summer Internship

**Duration:** 10-12 weeks, 40 hours per week

**Location:** USDA-Natural Resources Conservation Service, 1701 South B Street Suite 100, Albia, Iowa

**Pay:** \$10.00 per hour

**Qualifications:** Open to any students currently enrolled (including 2017 high school graduate) in college or 2017 college 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 and Water Conservation District\* and Division of Soil Conservation & Water Quality\*\* with duties including, but not limited to:

- Interns will be required to attend one intern meeting to discuss the Partnership
- Working with local landowners and partners to develop interest in and commitment to implementation of conservation programs and activities
- CRP related items including but not limited to status reviews
- Water quality monitoring through the collection of water quality sample
- Use of GPS and GIS training to document findings
- Assist field office staff with the development of conservation plans and implementation of conservation practices

**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 months, 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 and Water Conservation District and Division of Soil Conservation & Water Quality. A background check of the student will be required.

The student Intern will also make formal presentation at the end of their internship to report on their experience and work completed over the summer. The student is expected to coordinate the planning of this meeting and present findings to interested conservation partners.

**Deadline to apply:**

Applications must be **received (not postmarked) by 4:00 p.m. on Monday, March 24, 2017**

**Application Process:**

1. Request a copy of the SWCD Summer Intern job Application by calling Monroe County Soil and Water Conservation District at 641-932-5144 extension 3 or e-mail [diana.williams@ia.nacdnet.net](mailto:diana.williams@ia.nacdnet.net)

2. **Mail OR email** the completed application (which includes application form, cover letter and resume) to:

**Monroe County SWCD  
USDA-NRCS  
1701 South B Street, Suite 100  
Albia, Iowa 52531  
[diana.williams@ia.nacdnet.net](mailto:diana.williams@ia.nacdnet.net)**

*\*To learn more about the role of Soil and Water Conservation Districts in Iowa visit <http://www.cdiowa.org/>*

*\*\*To learn more about Iowa Department of Agriculture and Land Stewardship-Division of Soil and Water Conservation and Water Quality visit <http://www.iowaagriculture.gov/>*

MONROE COUNTY SOIL AND WATER CONSERVATION DISTRICT SUMMER INTERN

**2017 APPLICATION**

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					
From		To		Address	
				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		Phone	
Address			
<b>DISCLAIMER AND SIGNATURE</b>			
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

Application must be **RECEIVED BY** (not postmarked) **4 p.m. on March 24, 2017**. Return completed application including the following 3 items:

- 1) Cover letter
- 2) Monroe County Soil and Water Conservation District Summer Intern 2017 Application
- 3) Resume

**Mail or e-mail application to: MONROE COUNTY SWCD**  
**1701 SOUTH B STREET, SUITE 100**  
**ALBIA, IOWA 52531**  
[Diana.williams@ia.nacdnet.net](mailto:Diana.williams@ia.nacdnet.net)