

**JOB DESCRIPTION**  
**Conservation Intern**  
**McKean County Conservation District**

GENERAL STATEMENT OF DUTIES: Provide and coordinate technical, informational, organizational, and administrative assistance with implementing stewardship activities to improve land health and water quality.

**Specific Job Duties and Responsibilities: McKean County Conservation District**

Assist the staff to develop programs that achieve restoration and protection goals based on stream quality, land use, and input from cooperating agencies, organizations, individuals and governing agencies.

Assist staff with the planning and implementation of structural and nonstructural best management practices (BMPs) designed to restore and protect surface and groundwater quality.

Prepare articles for newsletter or annual report as requested.

Assist with coordinating and planning workshops, training and other educational activities.

Provide support for the submittal of necessary program forms and reports to the appropriate state agencies in a timely manner. This may include compilation of work reports and expenses on a quarterly basis; assisting with determining the annual budget for the above mentioned program; and tracking line-item expenses in contractual programs.

Assist with the writing, preparation, and administration of grant proposals/awards to provide funding to restore and improve land health and water quality and other resource conservation needs

Perform other duties as requested by the Conservation District.

**Required Knowledge, Skills and Abilities:**

Utilize a wide variety of reference and descriptive data and information such as regulations, maps, invoices, reports, accounts, guides, manuals, handbooks, correspondence and general operating manuals.

Communicate effectively both verbally and in writing to a wide range of individuals and groups is essential.

Speak and understand the English language and to follow oral and written instructions.

Function independently, have flexibility and personal integrity and the ability to work effectively with clients, co-workers and others.

Exhibit initiative in problem solving skills in relation to projects.

Operates a variety of office equipment including computer equipment and uses a variety of software programs as appropriate.

Work outdoors and to negotiate uneven and rough terrain, including during inclement weather where wet and slippery surfaces are encountered.

Maintain valid Pennsylvania driver's license and safely operate motor vehicle while carrying out assigned duties

### **Regular Working Hours**

- Regular working hours are from 8:00 AM to 4:00 PM.