



Title: Summer Paid Internship

Job Type: Full-time, Seasonal

### General Description:

This 12 week internship position was created to assist the Youth Education Coordinator at the Education and Outreach Center and the Administrator at the District office. This unique position allows for work both indoors and outdoors.

Education and Outreach Center (EOC): The intern will perform outside maintenance duties in the EOC to include, but not limited to, lawn care, pruning, weeding, cleaning, planting and harvesting the garden. The intern will assist the Youth Education Coordinator with Thursday morning programs to include, but not limited to, set-up, tear-down, and helping kids youth in learning activities.

Gallatin Conservation District (GCD): Additional duties will include assisting the Administrator with 310 data entry and other tasks as assigned.

### Work Environment:

- Work requires personal contact with co-workers, landowners, private citizens, small children and their parents/ caregivers for the purpose of conducting GCD business. Must be able to have consistent and professional interactions with the public.
- Work will be in a sedentary office setting and out in the EOC. Will work outdoors in the sun, rain, snow, wind, cold, and heat and requires the ability to bend, push, lift, pull, or move at least 50 pounds-sometimes repeated.

### Preferred Experience:

- Enrolled in, or recently graduated from a 2- or 4-year degree plan or vocational courses in natural resource or conservation related field.
- Experience in educational outreach a plus.
- Data entry is a component of this position. Competent knowledge of computers and MS Office is required.
- Availability for the duration of entire term of service.

**Housing:** Housing or a housing stipend is not provided for the duration of the internship.

**Job Compensation:** Hourly wage \$14 DOE, no benefits

**Policy:** Employees shall abide by the GCD Employee Handbook and the Laws Pertaining to Montana's Conservation Districts.

In compliance with the Americans with Disabilities Act, the District provides reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The Gallatin Conservation District is an Equal Opportunity Employer.

**How to apply:** Please send an application with your resume to [admin@gallatincd.org](mailto:admin@gallatincd.org). Applications can be found on [www.gallatincd.org](http://www.gallatincd.org).

**Location:** The Gallatin Conservation District is located at 120 S. 5th Street Suite B 102-104 in Manhattan MT. The Education and Outreach Center is located behind the office building on 124 S. Broadway Street next to the Garden Café.

**Business Hours:** Monday-Friday 8:00 am—4:30 pm. Certain events may require work on weekends or before 8:00 am or after 4:30 pm.