

# AISWCD Internship

4285 North Walnut Street Rd, Springfield, IL 62707  
217-744-3414

## Qualifications:

- Strong written and verbal communication skills.
- Must be able to work well with others.
- Be able to handle large groups of people.
- Proficient in Microsoft Office (Excel, Word, Publisher, PowerPoint).
- Interest in website building using Word Press, event planning, and social media.
- 18 years or older
- Valid IL Driver's License

## Job Description:

The AISWCD intern will be responsible for the following:

- Answering phones
- Filing/Faxing/Coping
- Digitizing records
- Light office cleaning
- Contact with 97 Soil & Water Conservation Districts, as needed
- Assist with coordinating the Annual Meeting/Summer Conference for approximately 300 attendees
- Assist with coordinating the June Quarterly Board Meeting
- Assist with the Farm Progress Show – Partners In Conservation Tent
- Participate in Illinois River Conference Planning Committee meetings
- Participate in Illinois Urban Manual meetings, as time allows
- Assist with minute taking at several meetings, if necessary
- Assist in writing AISWCD publications
- Assist in updating the website, social media
- Other duties as assigned

**Salary:** This is an unpaid internship and will be paid in experience. At the successful completion of the internship, the AISWCD Executive Director will write a letter of recommendation highlighting what was worked on.

Internship has potential to earn class credits, if approved by the college/university/or the like in which you are attending.

**Length of Internship:** June 1 – August 30

**Contact:** Gina Bean ([gina.bean@aiswcd.org](mailto:gina.bean@aiswcd.org)) or Kelly Thompson ([Kelly.Thompson@aiswcd.org](mailto:Kelly.Thompson@aiswcd.org))

**All resumes need to be sent to Gina Bean by COB Monday, May 11<sup>th</sup>.**

**Interviews will take place the week of May 18<sup>th</sup>.**