

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: \$8.40 – \$9.75/hr

Hours: Flexible ranging from 25-29 hrs/week

Length of Internship: June 29 – August 31 (9 weeks)

Contact: Gina Bean (gina.bean@aiswcd.org) or Kelly Thompson (Kelly.Thompson@aiswcd.org)

All resumes need to be sent to Gina Bean by COB Monday, June 15th.

Interviews will take place the week of June 15-26th.