



## **Community Garden & Education Intern**

*Temporary part-time; flexible work schedule of up to 20 hours a week.*

*August – October*

*Can work with ILA or other school intern requirements*

**Thurston Conservation District is looking for a dynamic, energetic, and creative communicator and thinker with a strong interest in community building, urban agriculture, and youth environmental education work.**

### **POSITION DESCRIPTION:**

The Community Garden & Education Intern will work closely with Thurston Conservation District's Education & Outreach staff to bring educational programs and hands on conservation opportunities to youth and adults in Thurston County. The intern will assist with general outreach activities and information distribution, public communications, and hands-on event coordination. This position will also support the installation and maintenance of up to eight community gardens and will work closely with the Community Agricultural Program Coordinator to assess and better understand urban agricultural production in the greater Olympia area. The Intern will also work within our South Sound Green program to support youth education programs and curriculum development. This includes assisting with the implementation and teaching of water quality monitoring field- and classroom-based lessons and will support a program that, every year, engages thousands of Thurston County students in hands-on scientific testing.

In addition to a focus on general outreach activities, there may be additional opportunity for the following:

- Learn about the technical assistance and hands-on work of Thurston Conservation District
- Meet and partner with other local conservation groups
- Assist with social media content creation, organization, and scheduling
- Practice public speaking and volunteer events and tabling opportunities

### **EDUCATIONAL RESOURCES**

Interns will be given examples and samples of outreach and communication materials, have frequent opportunities to check in with staff about projects, and have access to technical handouts and information. Public webinars, networking events, and workshops will also be shared as learning opportunities. Interns are not expected to be experts in conservation or any specific field and all final work will be reviewed.

Intern should have their own computer, access to Microsoft Excel or Open Office, and ability to use video conferencing software.

### **NECESSARY & HELPFUL EXPERIENCE**

- Passionate about local food and gardening; urban ag experience helpful
- Strong interest in working directly with members of the public
- Ability and interest in working with youth-elementary to high school aged students
- Strong organizational skills, detail oriented, and ability to complete projects on time
- Interest in designing and distributing outreach materials
- Experience/ Interest in utilizing Microsoft Suite software (Word, Excel, Powerpoint, Publisher)

- Experience/Interest in utilizing social media platforms to design, create, and share effective and eye-catching content that generates engagement (Facebook, Instagram, Twitter, MailChimp, Canva, Google Forms & Surveys)
- Clear communication skills
- Ability to work independently with minimal supervision
- Must pass a background check for working with youth and in schools
- Knowledge of or interest in farming, gardening, or natural resources
- Valid WA State Driver's License or ability to obtain one

### **EQUAL OPPORTUNITY WORKSPACE**

Here at Thurston Conservation District our employees and the people we serve come from all walks of life. We strive to hire and work with great people from a wide variety of backgrounds. We believe in the importance of recognizing the value that each of us contributes to the success of the District's mission. Having a diverse workforce is the District's greatest resource of strength and knowledge. It is through the combination of talents and abilities that we can pursue finding effective ways to best serve our community. We are committed to building a diverse and inclusive workplace for everyone. All employees, interns, and volunteers receive consideration without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Please let us know if you need accommodation to participate in the application process.

### **SCHEDULE & WORKING CONDITIONS:**

This intern position is temporary and un-paid. Internships are generally part-time (20 hours per week maximum) with flexible work hours. This position requires working in classroom settings and outdoors in all working conditions. Thurston Conservation District has the flexibility to work with school or program internship requirements in order to support interns in meeting their academic goals and requirements.

Local travel, occasional evening and weekend hours are possible and negotiable.

**THURSTON CONSERVATION DISTRICT**, a non-regulatory government agency, educates and assists the citizens of Thurston County in the management of natural resources for the benefit of present and future generations, inspiring voluntary, incentive-based conservation practices.

### **TO APPLY:**

Please include the following in your application package:

1. Resume, including relevant work experiences and course experience
2. Cover letter sharing how this specific internship helps meet your academic or personal goals
3. Two (2) professional/educational references
4. If relevant, a copy of any internship requirements from your school that you would be using this internship to complete and contact information for the academic advisory or faculty you would be reporting to.

Your cover letter is not to exceed one page. Applications are reviewed upon receipt and interviews may begin prior to the application deadline.

Send electronically (*please no paper copies*) to: [ksinner@thurstoncd.com](mailto:ksinner@thurstoncd.com)

Please include: **Community Garden & Education Intern – YOUR NAME** in the subject line.

**We sincerely thank you for your interest in interning with the  
Thurston Conservation District team!**