



Part-time, Seasonal Internship Opportunities

Position Title: Lake and Watershed Conservation Intern

Hiring Organization: Lake Ripley Management District (Jefferson County, WI)

Period of Employment: Approximately May 6, 2019- September 30, 2019 (200 hours available; flexible start date, and scheduling permitted).

Compensation: \$10.50-14/hr. based on experience.

Description: We are currently seeking a part-time, seasonal intern to assist us with various projects. Anticipated activities would involve both indoor office work and outdoor field work. Potential responsibilities could include: enhancing outreach opportunities which may include writing press releases, newsletter articles, data entry, water quality testing, assisting with shoreline restorations, brush cutting, vegetation surveys and manual labor within a 200-acre nature preserve, coordination of volunteer efforts, and designing new project initiatives. Weekly work schedules and project tasks can be tailored to accommodate the intern's unique skill sets, availability, interests, and/or school credit requirements. The intern would report to and be supervised by the Lake District Manager.

The Lake Ripley Management District is a special-purpose, local unit of government, representing over 1,500 property owners around Lake Ripley, located near Cambridge, WI. Our mission is to preserve and enhance Lake Ripley's water quality, its fish and wildlife communities, and its overall ecological health, while ensuring public access and use of the lake that is safe, fair and practical. More information about the Lake District and its programs can be found at www.lakeripley.org.

Desired Qualifications/Requirements:

- Student currently enrolled in an undergraduate or graduate-level college program
- Coursework, training and/or experience in watershed management, limnology, land restoration, biological monitoring, GIS mapping, environmental science or engineering, public outreach and engagement, or related disciplines
- Proficiency with basic computer applications (word processing, spreadsheets, e-mail, internet) and access to a personal, internet-enabled laptop or home office computer
- Excellent writing and interpersonal communication skills
- Ability to work and problem solve independently, and in a group setting
- Ability to create and follow work plans, provide regular progress reports, and meet project deadlines with limited supervision
- Ability to perform manual, lift 40 lbs., outdoor labor, sometimes in inclement weather.
- Possession of a valid Wisconsin driver's license and vehicle

Application Requirements: Please submit a cover letter, resume and three references to the Lake Ripley Management District (N4450 County Rd. A, Cambridge, WI 53523) on or before **April 13, 2019**.

Application materials can also be e-mailed as a PDF to ripley@oaklandtown.com. Questions about the position or application procedures should be directed to the Lake Manager, Andrew Sabai, at (608) 423-4537.