



JOB DESCRIPTION

Job Title: Conservation Associate Intern **Reports To:** CHNEP Research & Outreach Manager
Work Comp Code: 8810 **Department:** CHNEP, Urban Design
 Exempt **Non-exempt** **Full Time** **Part Time (hrs./week)**
Pay Rate: \$15/hour **Date:** 10/01/2019

POSITION SUMMARY:

The Conservation Associate Intern is a full-time paid internship (8:30 am – 5 pm five days a week, 40 hours weekly) to work as part of a team to implement the Coastal & Heartland National Estuary Partnership's (CHNEP) Comprehensive Conservation and Management Plan (CCMP) and annual work plan. The position is responsible for providing a variety of organizational support functions. This position is for approximately six to nine months minimum, with final time period determined in coordination with the selected applicant. Please note that this position also involves some weekend work events and local travel with personal vehicle (mileage reimbursed).

ESSENTIAL FUNCTIONS AND DUTIES include the following. Other duties may be assigned as dictated by operational necessity.

- Assist with environmental research and restoration initiatives and projects.
- Assist with public outreach including organizing and facilitating public education and engagement activities.
- Collaborate with a diverse team to develop educational materials, including publications, newsletter articles, videos, and social media.
- Assist with administrative and finance tasks, as well as organizational recordkeeping (including updating databases and website, administrative research assistance, responding to information requests from the public, etc.).
- Perform related work as required.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to carry out each essential duty or responsibility satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities; education and/or experience; and, certificates or licenses required in order to fill the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

KNOWLEDGE / SKILLS / ABILITIES:

- Knowledge of the principles and practices of communicating science concepts and ideas to audiences of mixed knowledge and expertise.
- Implement engaging hands-on educational activities
- Assist with program logistic arrangements, scheduling, materials procurement, curriculum development and updates, and any other duties to ensure successful outreach programs
- Consistently demonstrate a positive and welcoming demeanor in interactions with volunteers, members of the public, staff, and CHNEP partners
- Knowledge of research methodology and standard statistical procedures.
- Knowledge of technical writing and citation methods.

- Skill in Microsoft Office. Skill in Adobe Publisher, Constant Contact, WebEx, and Survey Monkey preferred.
- Skill in planning, organization, and decision making.
- Skill in facilitation and meeting/event planning and organization.
- Able to perform complex work assignments with guidance within established policies, procedures, and practices.
- Able to work cooperatively with other City employees and the public.
- Able to produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Able to review or check the work product of others to ensure conformance to standards.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS:

- Three years of study towards a Bachelor’s Degree, or degree completed in an environmental science discipline or a related field.
- A valid Florida Driver’s License is required.

SUPERVISORY RESPONSIBILITIES:

- None

ESSENTIAL PHYSICAL ABILITIES:

Code: Constant = 2/3 or more of the time
 Frequent = from 1/3 to 2/3 of the time
 Occasional = up to 1/3 of the time
 N/A = Not applicable

Physical Skills	Constant	Frequent	Occasional	N/A
Heavy lifting (45 lbs. and over)			X	
Moderate lifting (15 to 44 lbs.)			X	
Light lifting (under 15 lbs.)			X	
Heavy carrying (45 lbs. and over)				X
Moderate carrying (14 to 44 lbs.)			X	
Light carrying (under 15 lbs.)			X	
Reaching above shoulder			X	
Use of fingers	X			
Both hands required	X			
Climbing (use of legs and arms)			X	
Climbing (legs only)			X	
Good near vision	X			
Good distant vision			X	
Both eyes required			X	
Depth perception			X	
Distinguishing basic colors	X			
Distinguishing shades of colors	X			
Good hearing (with or without hearing aid)		X		
Straight pulling			X	
Pulling hand over hand			X	
Pushing			X	

Physical Skills	Constant	Frequent	Occasional	N/A
Walking			X	
Standing			X	
Crawling			X	
Kneeling			X	
Bending			X	
Balancing			X	
Stooping			X	
Jumping				X
Running				X
Throwing		X		
Driving (cars, small vans, pick-ups, etc.)			X	
Driving & operating (heavy equip., trucks, etc.)				X

ENVIRONMENTAL CONDITIONS:

Code: Constant = 2/3 or more of the time

Frequent = from 1/3 to 2/3 of the time

Occasional = up to 1/3 of the time

N/A = Not applicable

Environment	Constant	Frequent	Occasional	N/A
Work Inside	X			
Work Outside			X	
In the Heat			X	
In the Cold			X	
In High Humidity			X	
In Dampness or Chilliness			X	
In Dry Conditions			X	
In or with Noisy Conditions			X	
In Darkness			X	
In or with Dusty Conditions			X	
With Silica, Asbestos, etc.				X
With Fumes or Gases				X
With Smoke or Flames			X	
With Chemicals			X	
With Solvents			X	
With Grease or Oils				X
With Radiant Energy				X
With Electrical Energy			X	
On Slippery Surfaces			X	
On Uneven Surfaces			X	
In or With Moving Objects			X	
In or With Ladders/Scaffolding			X	
At Heights above Ground Level			X	
Below Ground Level				X

Environment	Constant	Frequent	Occasional	N/A
In Water			X	
With Explosives				X
With Poor Ventilation			X	
With Odors			X	
With Unusual Fatigue Factors			X	

DISCLAIMERS:

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Individuals who cannot perform some of the requirements because they pose health or safety risks to themselves or other employees may be excluded from this position.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by this supervisor.

Requirements are representative of minimum levels of knowledge, skills and/or abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise.

EMERGENCY RESPONSE STATEMENT:

Every City employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees may be subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

I have read and understand the contents of this Job Description. I certify that I am capable of carrying out the Essential Functions and Duties of the job as specified.

(Print Name)

(Date)

(Signature)