



Leelanau Conservation District – Intern

Job Description

The Leelanau Conservation District is currently seeking a summer intern to work directly with the District Forester doing field and office work throughout the forester's service area of Leelanau, Benzie and Grand Traverse counties. The summer intern will also be providing assistance to the Leelanau Conservation District, doing field and office work, and completing numerous tasks relating to natural resource conservation in Leelanau County. The position will provide an opportunity to learn about Forestry activities as well as become familiar with the various activities of the Conservation District.

Duties:

- Assist the District Forester with site visits, landowner correspondence, planning and organizing workshops and other events.
- Provide assistance to the District, doing field work and office work as requested and needed.

Qualifications:

- Applicant should be in college at a sophomore or higher level and be interested in or pursuing a degree in environmental or natural resource studies.
- Have writing and computer skills especially Microsoft Office, Canva, Google Suite and Adobe.
- Applicant must be able to work outside in all types of weather conditions and have the ability to hike difficult terrain.
- Ability to work with the public in a cooperative and skillful manner.
- Have a valid driver's license.

Compensation: \$12- \$14/hour ... 32 – 40 hours/week for up to 16 weeks

Time Frame: May - August 2023 Flexible – dependent on college schedule.

To apply for this position please submit a cover letter stating your suitability for the intern position with a resume and three professional references.

Application deadline: March 31, 2023

Submit applications to: Leelanau Conservation District, 8527 E. Government Center Dr., Ste. 205, Suttons Bay, MI 49682. or E-mail: klong@leelanau.gov and ellie.johnson@macd.org