

## Partners for Clean Streams, Inc.

### *Intern Announcement*



**Position Title:** Program Intern  
**Status:** Part time, hourly employee  
**Supervisor:** Executive Director  
**Closing Date:** April 14, 2019, midnight  
**Location:** Perrysburg, OH

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Partners for Clean Streams, Inc. (PCS) is seeking an enthusiastic intern to assist with planning and organizing for the diverse water-related planning & programs for this environmental nonprofit organization. PCS is committed to improving the waterways of Northwest Ohio for the benefit of all who live, work, and play in our area.

Partners for Clean Streams, Inc. (PCS) is a 501(c)3 non-profit community organization with an interest in supporting local and regional water quality improvements in the metro-Toledo area. Partners for Clean Streams is striving for abundant open space and a high quality natural environment; adequate floodwater storage capacities and flourishing wildlife; stakeholders who take local ownership in their resources; and rivers, streams, and lakes that are clean, clear and safe.

Additional information about the organization and its programs can be found at [www.PartnersForCleanStreams.org](http://www.PartnersForCleanStreams.org).

#### **The Position:**

The Program Intern is responsible for assisting the staff with PCS's efforts to build and maintain strong and effective stream cleanup, educational outreach, and volunteer engagement programs through communication and planning, securing small donations, organizing materials and supplies, distributing information to the public and our partners, and generally support our efforts towards improving water quality.

The Intern will be directly assisting the Outreach Specialist & Program Coordinator in specific cleanups, public outreach events, and in preparing for our Clean Your Streams Day in September. The WC will especially be working on projects and collaborations that support our Clean Your Streams and CYS365 programs, our Get the Lead Out & fishing line recycling programs, and our general water quality educational outreach. In addition, the WC may assist in other activities to support our program implementation, education and outreach, and mission.

The position will require some evening and/or weekend work, as well as some outdoor work in all seasons/weather. A valid Ohio Driver's License with reliable transportation is required. The Intern would spend most of the time in the office in Perrysburg, along with assisting in evening & weekend cleanups or other volunteer events that will generally be scheduled ahead of time.

#### **The Qualifications:**

The Intern must have integrity, high energy, and the initiative to support the future of PCS. The Intern should possess strong leadership qualities, excellent oral and written communication skills, strong networking and collaboration skills, and basic knowledge of environmental issues. The Intern must have proven ability to work self-directed and as a reliable team member, motivating volunteers, organizing materials, staying on schedule, willing to pitch in as needed, and comfortable communicating effectively with a broad range of audiences. The Intern will be an integral member of a small, but dedicated team at PCS.

The minimum educational qualifications include enrollment in a recognized college or university, preferably working towards a Bachelor's Degree related to environmental science, natural resources, science education, outdoor education AND/OR communications, multi-media, public relations, journalism or related field, but with strong, demonstrated written and oral communications skills. Proficiency in MS Office software and shared documents programs (i.e. Google documents, Dropbox, Box, etc) is required.

**Wage and benefits:**

This part-time temporary internship is an average of 12 hours per week depending on PCS activities and deadlines with an expected maximum of 800 hours per year between May – Sept 30. The hours and workload may grow if more funding is secured. The hours may vary slightly from week to week. The wage range is \$10 an hour with no benefits or paid time off.

The schedule is flexible and variable, depending on the workload and activities at the time. It may range between 10 – 16 hours at our busiest times but will be scheduled ahead of time. Work hours are typically between 7am-6pm Monday through Friday, with some evenings and/or weekends. Selected candidate should be available to start work in May, preferably by May 28<sup>th</sup> and stay on through September 2019. The office is in Perrysburg.

**To Apply:**

Please send cover letter, resume, references, and other supporting materials to:

Send via e-mail to: [Executive.Director@PartnersForCleanStreams.org](mailto:Executive.Director@PartnersForCleanStreams.org)

Electronic copies are preferred. Linked In profiles are not sufficient.

For mailed copies, use:

Partners for Clean Streams, Inc.

PO Box 203

Perrysburg, OH 43552

Phone Number: 419.874.0727

**Closing Date:** April 14<sup>th</sup>, 2019, midnight or until filled.

Partners for Clean Streams is an Equal Opportunity, At Will Employer.