VACANCY ANNOUNCEMENT

Position: Summer Intern Position to serve out of the NRC Field Office located in Corning, Iowa.

Duration: Can start as early as May 1, 2018 and work until December 31, 2018

Pay: $10 per hour, up to 5 days a week (no weekends or holidays)

Qualifications: Open to any student currently enrolled in college or recent graduate majoring in a field of study related to agriculture, conservation, engineering, construction trades, GIS, communications, public relations, urban planning, or environmental sciences.

Duties: The Intern will assist the local Soil & Water Conservation District with duties including, but not limited to –

- Assist field office staff with the development of conservation plans and implementation of conservation practices
- Working with local landowners and partners to develop interest in and commitment to implementation of conservation programs and activities
- Assist field office with other various activities as directed by day-to-day supervisor (District Conservationist).

Work environment: This position includes both office and field work. Successful candidates will work as part of a local team as well as independently, be able to traverse rough terrain on foot, spend time outdoors in the summer month, be able to work with the public including landowners and customers, use GPS/GIS tools, work in extreme temperature or inclement weather as required, work around large equipment, and complete work in a timely manner. A valid driver’s license is required.

Reporting: The intern will report to the District Conservationist on a day-to-day basis. In addition, the Intern will file progress reports with the Soil & Water Conservation District and Division of Soil Conservation & Water Quality. A background check of the student will be required. The student Intern will also develop a wrap up presentation for the commissioners outlining their experiences as an intern, and complete a special project for the District such as hosting a field day or informational meeting, organizing and outreach event, or other approved activity.

Deadline to apply: Application must be received (not postmarked) by 4:00 pm on April 2, 2018.

Application process: Request a copy of the SWCD Summer Intern Job Application by calling Adams SWCD at 641-322-3116 ext 3 or email Kelsey.kinyon@la.nacdnet.net. Mail or email the completed application (which includes application form, cover letter, and resume) to Adams SWCD, Attn: Kelsey Kinyon, 2243 Loomis Ave, Ste 2, Corning, IA 50841 or kelsey.kinyon@la.nacdnet.net.

For more information, contact:
Kelsey Kinyon, Conservation Assistant, or Karla Focht, District Conservationist – 641-322-3116 ext 3
An Equal Opportunity Employer, Provider, and lender.
<table>
<thead>
<tr>
<th>Applicant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LAST NAME</strong></td>
</tr>
<tr>
<td><strong>STREET ADDRESS</strong></td>
</tr>
<tr>
<td><strong>CITY</strong></td>
</tr>
<tr>
<td><strong>PHONE</strong></td>
</tr>
<tr>
<td>Are you a citizen of the United States?</td>
</tr>
<tr>
<td>If NO, are you authorized to work in the U.S.</td>
</tr>
<tr>
<td>Have you ever been convicted of a felony?</td>
</tr>
<tr>
<td>If YES, explain:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Education</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>High School</strong></td>
</tr>
<tr>
<td>From</td>
</tr>
<tr>
<td><strong>College</strong></td>
</tr>
<tr>
<td>From</td>
</tr>
<tr>
<td><strong>Other</strong></td>
</tr>
<tr>
<td>From</td>
</tr>
<tr>
<td>Degree</td>
</tr>
</tbody>
</table>
### Previous Employment / Work Experience

<table>
<thead>
<tr>
<th>Employer</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>City, State</td>
<td>Supervisor</td>
</tr>
<tr>
<td>Job Title</td>
<td></td>
</tr>
<tr>
<td>Duties</td>
<td></td>
</tr>
</tbody>
</table>

May we contact your previous supervisor for a reference?  ☐YES  ☐NO

<table>
<thead>
<tr>
<th>Employer</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>City, State</td>
<td>Supervisor</td>
</tr>
<tr>
<td>Job Title</td>
<td></td>
</tr>
<tr>
<td>Duties</td>
<td></td>
</tr>
</tbody>
</table>

May we contact your previous supervisor for a reference?  ☐YES  ☐NO

<table>
<thead>
<tr>
<th>Employer</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>City, State</td>
<td>Supervisor</td>
</tr>
<tr>
<td>Job Title</td>
<td></td>
</tr>
<tr>
<td>Duties</td>
<td></td>
</tr>
</tbody>
</table>

May we contact your previous supervisor for a reference?  ☐YES  ☐NO
In addition to this application, create a 1-page COVER LETTER that briefly responds to the following:

- How did you find out about this internship opportunity?
- Why are you interested in this internship opportunity?
- What are your career goals?
- Demonstration of your ability to complete work independently

Applications must be RECEIVED BY (not postmarked) 4:00 p.m. on April 2, 2018. Return completed application including the following 3 items: 1) Cover letter, 2) Soil and Water Conservation District Summer Intern 2018 Application Form 3) Resume

**Mail or email application to:** Adams SWCD
Attn: Kelsey Kinyon
2243 Loomis Ave, Ste 2
Corning, IA 50841
Kelsey.kinyon@ia.nacdnet.net

*Do NOT include any additional materials with your application not specified above.*