

## **Watershed Management Group (WMG)**

### **Position Description**

**Position Title:** Urban Sustainable Living Intern

**Supervisor:** Malissa Hubbard, Living Lab Program Manager

**Status:** Internship, part-time

**Hours:** 10 hours/week

**Benefits:** Alternative transportation benefits, free admission into our Field Studies classes

#### **Summary:**

The primary focus of this internship position will be support of the Living Lab & Learning Center (LLLC), WMG's centrally located demonstration site. This site serves as the primary location for our educational programs and requires on-going care to function well and look professional for public viewing. This intern will work closely with the LLLC Program Manager to meet the on-going needs of the site. Additional work will include outreach events & educational activities.

#### **Duties & Responsibilities:**

##### **Maintenance & Care (55%)**

- Food forest and vegetable garden care such as planning, planting, watering, harvesting, fertilizing, etc.
- Primary caretaker of chickens, desert tortoise enclosure and compost pile
- Other site needs such as weeding, composting toilet maintenance, planting, etc.
- Occasional repairs and other maintenance as needed

##### **Educational Activities & Development (30%)**

- Assist in development of educational activities and resources for the Living Lab
- Assist in planning and preparation for specific events/activities
- Provide tours for the public
- Develop "family days" for the Living Lab
- Attend and facilitate activities at various community events

##### **Monitoring & Data Collection (10%)**

- Support and participate in various citizen science monitoring programs present at the site such as CoCoHRS, Nature's Notebook, etc.

##### **Other Activities (5%)**

- Other tasks as assigned by intern supervisor

#### **Job Requirements**

- Interest and support of WMG's mission.
- Comfortable interacting with the public on a regular basis.
- Ability to work independently and take initiative.
- Must be detail-oriented and value quality in their work.
- Ability to be flexible and meet changing needs and priorities.
- Ability to work outside in hot and dry conditions.
- Excellent communication and writing skills.
- Promptness and sound organizational skills.

- Proficient in Google Docs, Microsoft Office Suite, and social media.

**Preferred Experience**

- College degree or currently enrolled in a degree program related to environmental education, environmental studies or similar field.