



WATERSHED COORDINATOR INTERNSHIP

If you are interested in watershed planning, public outreach, marketing, and environmental policy... this is a great opportunity for you! Two nonprofit organizations, **California Watershed Network** and **Sacramento River Watershed Program**, are teaming together to find the right person to provide assistance in the following areas.

CALIFORNIA WATERSHED NETWORK DUTIES (50% time):

- Update the California Watershed Partners Directory
- Building California Watershed Network's listserv and partnership network
- Assist with planning of Annual "Watershed Day at the Capitol"
- Arrange meetings with legislators / track watershed legislation
- Assist with monthly Enewsletter
- Prepare website updates
- Assist with grant proposal development

SACRAMENTO RIVER WATERSHED PROGRAM DUTIES (50% time):

- Expand SRWP membership program
- Coordinate SRWP's annual fundraiser dinner event
- Expand SRWP listserv and partnership network
- Coordinate special event logistics
- Assist with marketing materials and monthly Enewsletter
- Assisting with proposal development

QUALIFICATION REQUIREMENTS

The Watershed Coordinator Intern must be self-motivated and have the ability to work alone with little supervision. A personal computer with high speed internet access to perform the work is preferred. Office space will be available in midtown Sacramento; however, the intern may also work from home or other office location as needed. Essential knowledge and abilities of a preferred Watershed Coordinator Intern include:

- Graduation from an accredited 4-year college or university preferred
- Knowledge of watershed sciences, policy, and management
- Ability to work effectively with a variety of stakeholders
- Organizational skills including the ability to prioritize tasks efficiently
- Strong writing skills (technical and creative)

COMPENSATION AND TIMEFRAME

Compensation will be provided at a rate of \$10-\$15/hour depending on experience. Full-time work during the summer months is available with opportunity to continue on a part-time basis in the fall.

SUBMITTAL

If interested in being considered for this position, please submit the following:

- Resume including education, work experience, and project experience related to the Watershed Coordinator Internship (2 page limit)
- Statement on why you are interested in the position and why you are a good candidate (1 page)
- Minimum of three references for which you have provided related services including name, address, and telephone number of each contact person.

The deadline for submittal is end of day on **Friday, May 23, 2008**. Please email correspondence to marylee@sacriver.org or mail to:

Watershed Coordinator Intern
SRWP / CWN
PO Box 188585, Sacramento, CA 95818

Questions regarding this solicitation may be directed to Mary Lee Knecht, Executive Director at 916.549.4017 or via email: marylee@sacriver.org.