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[www.mwmo.org](http://www.mwmo.org)

**MISSISSIPPI  
WATERSHED  
MANAGEMENT  
ORGANIZATION**

## POSITION DESCRIPTION

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**Position Title:** Intern

**Position Status:** Temporary

**Reports to:** Executive Director / Program Manager

**Classification:** Non-Exempt

**Hours per Week:** Minimum 20 to Maximum 40

### **PRIMARY OBJECTIVES:**

The Intern works in partnership with staff and member communities, neighborhoods, associations, and local, regional, and state agencies to integrate and implement MWMO programs in nonpoint pollution prevention, source water protection, education and outreach, and integrated water resource planning.

### **MAJOR AREAS OF ACCOUNTABILITY:**

The intent of the following is to describe the general content of and requirements for the performance of this job.

- Develop position work plan in consultation with the program manager and the Executive Director.
- Carry out the day-to-day activities of the program and individual work plan as directed by the Program Manager.
- Participate in staff team to identify needed changes and modify MWMO programs.
- Represent the MWMO at neighborhood, community, and other meetings, as needed, to promote programs.
- Participate as a member of the staff team for watershed programs by cooperating with other staff, contributing ideas, and providing comments when requested.
- Work collaboratively with the watershed staff; provide direction to volunteers.
- Performs miscellaneous office duties such as answering telephones, office support, etc., as required. Assist in watershed long-term office planning and office move as needed. Keep office space in a clean and publicly presentable condition.
- Performs other accountabilities and projects as assigned.

### **Accountabilities for Collaborative and Team Participation**

## INTERN POSITION DESCRIPTION

- Participate in decisions related to the selection of personnel; e.g. interview panels
- Orient new employees to organizational programs and team concept
- Clearly communicate job duties and responsibilities so individuals may proceed with certainty in the performance of their positions, and
- May personally conduct portions of training for new employees to ensure established procedures are clearly understood and followed.

### **Knowledge, Skill, and Abilities:**

### **Experience:**

Prior experience may include research, education, management, negotiations, construction site supervision, watershed-based planning, urban environmental planning, development of storm water management systems, preservation/restoration of urban ecosystems, grant writing and other funding strategies.

### **Education:**

A degree is not required; however, education in Water and Natural Resource Management, Urban Planning, Landscape Architecture, Public Administration, Business Administration or a related field and coursework with an ecological or environmental focus is required.

### **Equivalency:**

An equivalent combination of relevant education/experience/professional licenses may be considered. Please list all other pertinent information. (See notes above concerning both describing related areas of experience and transcripts.)

### **Desirable Qualifications:**

- Knowledge of public process in government, urban resource management and environmental issues, storm water management practices, program management techniques, public education/public information, design and graphics, dispute resolution, and group dynamics and interactions.
- Able to display excellent verbal, written, organizational, and interpersonal communication skills.
- Able to work successfully with considerable independence.
- Able to make immediate decisions and responses.

### **License:**

By date of hire, must possess and maintain a valid Minnesota Driver's License.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements and does not imply a contract.

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Employee's Signature

Date

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Supervisor's Signature

Date