



**BENZIE CONSERVATION DISTRICT INTERN TECHNICIAN
JOB DESCRIPTION**

The Benzie Conservation District is currently seeking an individual with background and interest in natural resource conservation. The position will provide an opportunity to learn about natural resource conservation as well as become familiar with the various activities of the District.

Duties/Opportunities:

- Assist Executive Director and staff with various office duties, sales, scheduling, etc.
- Assist with plant sales, taking orders, packing and customer service.
- Provide assistance to District Forester, Conservation Specialist, and Outreach Coordinator on site visits, field work and other presentations and activities.
- Assist with workshops, field days and various meetings and events.

Preferred Qualifications:

- Two-year work experience in natural resource management or two-year college course work in biology, natural resources, environmental education, or equivalent.
- Ability to work with the public in a professional, cooperative and skillful manner.
- Familiarity with native and invasive plant species.
- Computer and network media skills.
- Valid driver's license.

Compensation: \$10/hour; 16-20 hours per week.

Start Date: May 16, 2016

To apply for this position, please submit an application and/or resume with three references to:

Benzie Conservation District, POB 408, Beulah MI 49617; or by email to: benziecd@benziecd.org

Deadline for application: April 15, 2016