

Three Valley Conservation Trust Intern Positions and Volunteer Opportunities
August, 2006

Conservation Intern - report to Conservation Scientist

Job duties include:

- Analyze and report demographic and scientific data for inclusion in Conservation Area and Watershed Plans
- Develop tables and graphs for these plans
- Run computer models (with training) to calculate pollutant loads
- Develop public outreach material
- Participate in the planning and implementation of public meetings and educational programs

Required Skills: proficiency with Microsoft Word and Excel, strong written communication, experience with extracting information and data from written and web reports, ability to interpret data, willingness to learn computer modeling programs.

Information Technology Intern - report to Office Manager

Job duties include:

- Assist with LAN and data back up
- Research data management tools from sources such as Land Trust Alliance and other organizations
- Establish data management and file storage processes and procedures
- Develop and/or improving existing membership, donation, etc. databases
- Develop grant tracking programs for financial and product milestones
- Clean up shared drives - deleting duplicates or unnecessary files
- Create effective file naming conventions and version control standards
- Document all procedures, naming conventions, etc. and train staff/volunteers

Land Protection/Monitoring Intern - report to Land Protection Comm. Chair and Executive Director

Job duties include:

- Communicate with landowners and coordinate volunteers to assist with monitoring protected properties
- Establish Present Condition and Annual monitoring procedures
- Provide training for volunteers
- Conduct Present Condition and Annual Monitoring visits
- Update the priority matrix to incorporate and integrate land protection and water quality components
- Prepare information packets for prospective easement donors and new easement donors
- Assist with grant application submission

GIS Intern - report to Conservation Scientist and Executive Director

Job duties include:

- Establish GIS processes for TVCT based on input from similar resource management groups and MU's Department of Geography
- Clean up the existing GIS data drive, delete duplicates and unnecessary files
- Create effective file naming and version control standards
- Document all procedures, naming conventions, etc. and train staff/volunteers
- Produce professional quality maps for inclusion in grant applications (AEPP, Clean Ohio, etc.), Watershed Action Plans and Conservation Area Plan

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Administrative Interns/volunteers - report to Office Manager

This could be long term or short term position, and is located at the Three Valley Conservation Trust office at 5920 Morning Sun Road just north of Oxford.

Job duties include:

- Answer phones, make calls to members and volunteers, greet visitors to office
- Assist with preparation and mailing of correspondence
- Assist with the creation and maintenance of a filing system
- Photocopying and routine filing
- Organize and catalogue archival and other information materials
- Enter records into MS Access database or QuickBooks records
- Assist with Public Outreach events such as the protected lands tour, auction

Conservation Development and Innovative Water Quality Intern - report to Executive Director

Student will provide a briefing document and a project fact sheet for Miami Conservancy District/EPA project to underwrite the installation of an innovative water quality measure in a subdivision considered to be a Conservation Development (minimum 40% contiguous open space in an environmentally sensitive design) in Butler County. This project is for approximately 10 hours per week, and is likely equivalent to a 3 hour independent or research study class.

The student will review grant materials for funded project already underway, and skim the Conservation Development guidebook by the Countryside Program to gain background in Conservation Development. The intern will also review materials on Low Impact Development from a workshop held in Dayton in 2005. This backdrop will permit the intern to effectively:

- draft a project fact sheet describing the innovative water quality measure,
- help organize presentations and a press briefing to present the development to the public and public officials
- Draft a short project summary report to provide to the funding agency.

Outreach Assistant - report to Executive Director, staff, and Three Valley Conservation Trust Board

Assist the Public Information committee to develop a plan for determining audiences and reaching out to the public and community groups through presentations and meetings to increase awareness on land conservation and water quality initiatives. These meetings will be opportunities to increase membership, recruit volunteers, and to generate new leads for conserving land/water. This is a 10-12 hour per week or a 20 hour per week opportunity.

Job duties include:

- Participate in planning meetings
- Assist in drafting planning documents
- Develop a rough schedule for meetings
- Assemble a speaker's bureau
- Help revise and assemble materials for speakers
- Set up and schedule meetings.