



Office Support Internship (temporary part-time) Hourly Rate: \$16-19 per hour

To Apply:

1. Visit: www.cwswcd.org/employment. Complete and submit the Crow Wing SWCD Employee Application to comply with Veterans Preference Points.
2. Upload resume, cover letter, and references in the Employee Application Form to the Google Doc.

COMPANY OVERVIEW

The Crow Wing Soil and Water Conservation District's (SWCD) mission is to promote healthy lands and clean water through voluntary conservation efforts. As a local government entity, our vision is to cultivate a vibrant community with clean water and productive lands in the Brainerd Lakes Area.

Join a team passionate about making a difference and helping people make conservation improvements on their land. We offer Minnesota Earned Sick and Safe Time, flexible work schedules, an employee assistance program for work-life support, a supportive team culture, and numerous opportunities for leadership development, training, and networking.

JOB SUMMARY

The Intern is a critical customer service representative for the SWCD. This position creates a positive office atmosphere and welcomes callers and visitors. It also provides administrative support to the finance and grant coordinator and other staff members of the SWCD.

PRIMARY RESPONSIBILITIES

- Customer Service
 - Greet visitors and answer phones warmly in the SWCD office.
 - Answer questions, handle requests, or refer individuals to the appropriate staff and resources within the SWCD.
 - Sell plat books, native seed packets, and trees.
 - Establish an office environment that is accessible to the community and other staff.
- Support SWCD Staff and Programs
- Complete other administrative tasks.
- 90 percent of this job will be in an office environment. Less than 10 percent of the time will be spent on travel, meetings, and fieldwork related to natural resources.

See full job description at: <https://www.cwswcd.org/employment>

Required Qualifications:

- Must be enrolled in a University, College, or community college and provide proof of enrollment during the internship period.
- The maximum number of hours worked is 640 hours.
- Timeframe of internship: June 2-January 12, 2026.
- Additional hours in the summer and fewer hours in the fall and winter.

Vision: Clean water, productive lands, and vibrant communities.

Mission: Fostering healthy lands and clean water through voluntary conservation.

Values: Stewardship, Support, Integrity, Leadership, and Partnerships.

- Required to work at the office only. No remote capabilities.
- Computer skills, including Microsoft Office (Excel, Word, Outlook, PowerPoint).
- Possess a valid MN driver's license and a good driving record.
- Able to plan, prioritize, coordinate, and manage work in an organized manner.

Preferred Qualifications:

- Knowledge of Adobe Acrobat Reader and Canva software.
- Strong written and verbal communication skills
- Able to manage multiple tasks and projects simultaneously.
- Demonstrate high levels of internal and external customer service.
- Able to communicate and build relationships effectively with diverse individuals.
- Work independently and as part of a team.

The Crow Wing Soil and Water Conservation (SWCD) is an Equal Opportunity Employer. All SWCD's programs and services are available without regard to race, color, creed, national origin, gender, religion, disability, age, marital status, status with regard to public assistance, familial status, gender identity, sexual orientation, and other protected classes.

Opening Date: 05/14/2025

Closing Date: 05/23/2025 at 4:30 p.m.