CROW WING SOIL AND WATER CONSERVATION DISTRICT (SWCD)
TEMPORARY OFFICE SUPPORT INTERNSHIP DESCRIPTION

SUMMARY:

- The Office Support Internship responsibilities include completing tasks assigned to them by their supervisor, supporting the organization's values, demonstrating a high degree of professionalism, arriving on time, following instructions, and improving the overall workings of the organization.
- Internship is available for up to 32 weeks with a maximum of 640 hours from June 2 to January 12, 2026.

RESPONSIBILTIES:

- Answer phone calls, transfer to appropriate staff if necessary.
- Assist customers with credit card and cash/check sales.
- Prepare folders and/or packets of information for an event/meeting.
- File and/or label files and paperwork as needed by staff.
- Inventory office supplies and equipment.
- Online research of venues, food, speakers, and coordination for events/meetings.
- Keep office areas organized.
- Assist staff with clean up after events/meetings.
- Assist staff at the CWC Fair Booth.
- Empty paper recycling bins by staff's desks.
- Mail retrieval from upstairs in the Land Services building, with key.

DESIRED QUALIFICATIONS:

- Interested in natural resources or conservation.
- Communication skills.
- Microsoft Word / Google Docs.

BENEFITS:

- Paid MN Earned Sick and Safe Time
- Being part of a team with a clear and unique purpose.
- Make a difference locally for future generations.
- Training and networking opportunities.

WORK ENVIRONMENT:

- The work environment is primarily indoors, with occasional exposure to the outside environment while traveling to/from events such as the SWCD tree distribution and the County Fair.

ACKNOWLEDGMENT:

- I have reviewed this Internship job description and understand that this job description does not necessarily list all the functions or accountabilities of the job. Interning at Crow Wing SWCD is "at-will," meaning either I or the Crow Wing SWCD may terminate my position at any time.

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Office Support Intern Printed Name

_____   _____

Office Support Intern Signature   Date

_____   _____

Supervisor Signature   Date

Crow Wing SWCD – 322 Laurel Street, Suite 22, Brainerd, MN 56401 – 218-828-6197
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.