



**Pickaway Soil and Water Conservation District**  
**110 Island Road, Suite D**  
**Circleville, Ohio 43113-9056**  
**740-477-1693    [pickawayswcd.org](http://pickawayswcd.org)**

## **Summer Internship Opportunities**

### **Description**

This position will assist our Pickaway SWCD Education and Technical Staff.  
One internship position offered. High school students, college students, or teachers may apply.

### **Primary Location**

Pickaway SWCD, 110 Island Road, Suite D, Circleville, OH 43113

### **Schedule**

Part-time, up to 40 hours per week, May through August 2024  
Office hours are Monday-Friday 8-4:30. These hours may be modified.

### **Compensation**

\$11-\$16 an hour

### **Duties Include**

- Assist in public education and outreach activities and events, including the Pickaway County Fair and Experience Earth Camps.
- Assist with various office duties and tasks as assigned, including helping run the Facebook page, creating digital content using Canva, and digitizing technical office records.
- Assist with other District tasks as needed.
- Complete timesheets in Beehive in a timely manner.

### **Skills Required**

- Possess communication skills with an ability to work with a variety of employees, landowners, youth, etc.
- Capable working outdoors in all weather conditions.
- Ability to lift at least 25 lbs.
- Basic computer skills in Microsoft Office, Publisher, Excel, Facebook, and Canva.
- Must be timely, responsible and self-motivated.
- Valid driver's license.
- If required, ability to pass a background check.
- Desire to learn.

### **Deadline for Application**

Friday, April 12 or until position is filled.

### **Mail or Email Application and Resume to**

Pickaway SWCD, 110 Island Road, Suite D, Circleville, OH 43113  
[tawn-seimer@pickawayswcd.org](mailto:tawn-seimer@pickawayswcd.org)

Learn more about Pickaway SWCD by visiting our website at [pickawayswcd.org](http://pickawayswcd.org).