



## **Part- time Internship**

***Essential Duties:*** This position requires application of extensive knowledge of complex functions in support of the duties and responsibilities of the Executive Director of the Utah Lake Commission. The individual selected for this position will gain significant experience in the following responsibilities:

- Assist with general office duties.
- Assistance in coordinating and leading volunteer events, and helping with community outreach and education efforts.
- Assists the Director in planning of Governing Board and Executive Committee meetings.
- Assistance with creating, implementing and coordinating projects.
- Assist in applying for and tracking grants for lake projects.
- Helps plan, formulate, and recommend basic policies and programs under guidelines established by the Commission .
- Assist the Governing Board and Director in developing plans and objectives as well as strategies for implementing the Commission's Strategic Plan.
- Provide necessary liaison support to committees and stakeholders as needed
- Implements the communications plan of the Commission by updating website and social media, provides content and support for newsletter, periodic new releases, and events.
- Coordinates communications and supports Commission membership. May attend meetings and events of organizations that support mutual Utah Lake interests.
- Monitors and researches ongoing legislation and grant opportunities while compiling information and figures for special reports.
- Duties may include light physical effort such as lifting, bending, stooping and walking and prolonged sitting at a desk or computer terminal; manage numerous tasks and assignments at a time with frequent interruptions; run errands; and perform other related duties as required.
- Other duties as assigned

### ***Qualifications:***

- College student seeking a degree in any of the following fields: sciences, planning, public policy, public administration, or recreation management.
- Interested in environmental education, conservation, and related fields.
- Love working and being outdoors.
- Articulate and an excellent writer.
- Computer proficient in Word, Excel, and email.

**Requirements:**

- US citizenship or lawful permanent residency.
- A valid driver's license.
- Ability to perform strenuous outdoor work.
- Ability to work up to 20 hours per week for a minimum of one year. More hours may be available during the summer.

**Preferences:** Preference given to applicants with experience and knowledge of the complex functions of Utah Lake, the Utah Lake Master Plan, and the Utah Lake Commission, and who has a sincere desire to work in a related field.

**Benefits:** Opportunity for real-world experience close to school and to develop job skills in various fields including environmental education, recreation management, conservation, planning, and public policy. Regular interaction with local, state and federal officials.

**Wage:** \$12.00 to \$14.00/hour. This is an hourly position, without benefits.

**Weekly Schedule:** Approximately 20 hours per week. Schedule will be somewhat flexible.

**Screening:** Based on meeting the minimum requirements and job-related experience, skills, knowledge, and education. A criminal background check will be conducted on this position.

**To apply:**

Fill out the [online application](#). The application deadline is Friday, February 28, 2014.

Send additional information, including resume to [rprice@utahlakecommission.org](mailto:rprice@utahlakecommission.org)  
or:

Utah Lake Commission; Attn. Reed Price  
51 South University Ave, Suite 109  
Provo, UT 84601