



POSITION ANNOUNCEMENT
Seasonal Intern

East Otter Tail Soil and Water Conservation District (SWCD)

Position Location:

4 Alfred St. NE
Wadena, MN, 56482

Application Deadline:

May 3rd, 2019
4:00 p.m.

Starting Wage:

\$11.80/hr.

Request Application Forms From:

801 Jenny Ave SW, Suite #2
Perham, MN 56573
(218) 346-9105

Position Purpose:

To support the work of the East Otter Tail and Wadena Soil and Water Conservation Districts. These SWCD's work with farmers and partners to implement soil and water conservation practices and programs to help accomplish our mission. This position will provide support to SWCD staff that provide technical assistance and support for the Irrigation Scheduler Program in Otter Tail, Hubbard, Todd and Wadena Counties and assist with other District programs as directed by the District Manager to assure an efficient and sustainable operation.

Required Education, Skills, Abilities and Experience:

Applicants do not need prior work experience but should have a general interest in Agronomy, Soils, Natural Resource Management, or Soil and Water Conservation. Applicants should have good verbal and written communication skills; and the ability to work independently. Applicants must have a valid driver's license, must be able to lift at least 70 pounds, and be able to walk over rough terrain.

Duties and Responsibilities:

- Assist with the promotion of the Irrigation Scheduler Program in Otter Tail, Hubbard, Todd and Wadena Counties.
- Assist with the Irrigation Scheduler Program duties, including but not limited to, producer contacts during growing season and off season, weekly field testing, computer entry, maintain automated weather stations, develop weekly updates and graph to be provided to producers, perform pivot conformity tests and maintain files and records in an organized manner.
- Assist with producer education efforts.

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- ❑ Provides technical assistance to cooperators in other assigned areas.
- ❑ Assists with other district, local, state and federal programs as needed.
- ❑ Assists in preparing and presenting demonstration programs/plots.
- ❑ Assist with equipment rental programs and maintenance of equipment as needed.
- ❑ Maintains personal contact with District cooperators.
- ❑ Keeps Manager informed of weekly activities and makes suggestions which will improve efficiency to help the District.
- ❑ Performs other duties and responsibilities as assigned.

Application Procedure:

Applicants must submit a cover letter, resume and a completed East Otter Tail SWCD application for employment. The applications can be found at www.eotswcd.org, they can be picked up at 801 Jenny Ave SW, Suite #2, Perham, MN 56573 or they may be mailed or e-mailed to applicant by calling (218) 346-9105 or sending an e-mail message to: darren.newville@eot.mnswcd.org. Individuals selected for interviews will be contacted by phone. **Application deadline is 4:00 pm, May 3rd, 2019.**

Condition of Announcement – The East Otter Tail SWCD reserves the right to make changes to the content of this position without notification and may at any time withdraw the announcement.