

## **Employment and Internship Opportunities**

### **Jordan River Commission**

The Jordan River Commission is a voluntary cooperation of cities, counties, and state government partners working together to improve and enhance the Jordan River corridor. The Commission was specifically created to implement the concepts and projects outlined in the Blueprint Jordan River, to serve as a technical resource to local communities, and to provide a forum for regional coordination of planning, restoration, and responsible development along the river corridor. For more information about the Jordan River Commission, please see [www.jordanrivercommission.org](http://www.jordanrivercommission.org).

#### **UTAH CONSERVATION CORPS – Full-time Intern**



#### Responsibilities:

- Assistance with general office duties
- Assistance in coordinating and leading volunteer events, and helping with community outreach and education
- Assistance with coordinating and implementing specific projects and grants
  - Prepare documentation for USACE Fee In Lieu Mitigation Program Sponsor
  - Riparian corridor conservation best practices education and training
  - Jordan River corridor educational signage and smartphone app development
  - Assistance in developing an “Adopt a Trail” volunteer program for the Jordan River Parkway Trail
  - Assistance in developing a Jordan River Stakeholder Directory



#### Qualifications:

- College graduate; planning, environmental, public policy, or engineering degrees preferred
- Interested in environmental education and conservation
- Love working and being outdoors
- Articulate and an excellent writer

- Computer proficient (Word, Excel, email)
- Interested in pursuing a career in environmental education, conservation or land management
- Excited to be an AmeriCorps National Service Member with the Utah Conservation Corps.

Weekly Schedule:

32 hours per week. Start date and schedule is flexible and negotiable.

Benefits:

- Opportunity to develop job skills in environmental education, planning, public policy, and nonprofit fields
- Semi-monthly living allowance for 1700 hours (11 months) of work totaling \$12,100
- \$5,550 AmeriCorps Education upon completion of service (to repay qualified student loans or use for education expenses)
- Individual health insurance
- Childcare (for qualified applicants)
- Utah Environmental Education Certification
- 7 Graduate level EE credits (optional)

Requirements:

US citizenship or lawful permanent residency, a valid driver's license, ability to perform strenuous outdoor work, ability to make 1700 hour (January – December) commitment, and at least 3 references.

To apply:

Send resume, cover letter, and three references to Laura Hanson, Jordan River Commission, P.O. Box 91095, SLC, Utah 84109-1095, or to [lahanson@utah.gov](mailto:lahanson@utah.gov). Open until filled.

## **PROGRAM AND POLICY PLANNER – Part-time Regular Position**



### Responsibilities:

- Assistance with general office duties. The individual appointed to this position will be required to perform administrative, developmental, financial, and related incidental and specialized duties.
- Assists the Director in planning of Board and Executive meetings. Complies with Utah Open Meetings Laws by preparing and posting agendas, meeting minutes and provides for the archiving, preparation, and distribution of Commission documents.
- Helps plan, formulate, and recommend basic policies and programs under guidelines set forth in Commission bylaws and agreements as established by the Governing Board.
- 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 well as oversee work of contract personnel, volunteers, and interns to ensure results consistent with Commission standards.
- Provide support for annual budget including compliance of regulations, financial statements, and the monitoring of annual due renewal process.
- 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 and may attend meetings and events of organizations that support mutual Jordan River 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.

Qualifications:

- College graduate; science, planning, environmental, science, public policy, public administration, landscape architecture, or engineering degrees preferred.
- Preference given to applicants with experience and knowledge of the complex functions of the Jordan River riparian corridor, the Blueprint Jordan River, and the Jordan River Commission.
- Interested in environmental education and conservation
- Love working and being outdoors
- Articulate and an excellent writer
- Computer proficient (Word, Excel, email)

Weekly Schedule:

16 hours per week. Start date and schedule is flexible and negotiable.

Benefits:

- Opportunity to develop job skills in conservation, planning, and public policy fields
- \$12.00 - \$15.00/hour. This is an hourly position, without benefits. Hourly pay rate will be based on experience.

Requirements:

US citizenship or lawful permanent residency, a valid driver's license, ability to perform strenuous outdoor work, ability to attend monthly Board and Committee meetings, and at least 3 references.

To apply:

Send resume, cover letter, and three references to Laura Hanson, Jordan River Commission, P.O. Box 91095, SLC, Utah 84109-1095, or to [lahanson@utah.gov](mailto:lahanson@utah.gov). Open until filled.