



**DOUGLAS SOIL AND WATER
CONSERVATION DISTRICT**

900 Robert Street

Suite 102

Alexandria, Minnesota 56308

Telephone (320) 763-3191

MINNESOTA SOIL AND WATER CONSERVATION DISTRICT

POSITION ANNOUNCEMENT

Title: Intern

Location: 900 Robert St. Suite 102 Alexandria, MN 56308

Salary & Benefits: \$18.00-\$22.00/hr. (dependent upon experience)

Application Deadline: June 6, 2025, 4:30 P.M.

Position Summary: This position is intended to aid in completing a culvert inventory within the Long Prairie watershed of Douglas County. This position will collect culvert information for the purpose of inventory, practice design, and data collection for GIS tools. This position will primarily focus on data collection but additional opportunities to learn about the daily tasks of Douglas Soil and Water Conservation District will be offered.

Minimum Qualifications:

- Recent graduate or currently enrolled in post-secondary education program or enrolled for the fall semester in environmental studies, natural resources, GIS or related field and a high school graduate when applying for the position.
- A valid driver's license.
- The ability to lift 50 pounds and maneuver on uneven terrain.
- Knowledge of Trimble GPS unit.
- Knowledge all Microsoft Office programs.
- Comfortable working with and around water.
- Excellent communication skills and self-motivation.
- Strong interpersonal skills and an ability to navigate and engage with a variety of cultures, experiences, and interests.
- Knowledge of GIS/GPS (Arc Map/Arc Pro) programs.

Preferred Qualifications

- Experience in operating Trimble GPS unit.
- Experience in using Arc Map/Arc Pro computer software

Essential Duties and Responsibilities

- Primarily working outdoors in all types of weather conditions, locating, measuring, and taking elevation shots of existing culverts along County, Township, and private driveways.
- Downloading elevation shots and GPS locations of culverts to computer.
- Ability to work independently, unsupervised, and willingness to learn from and contribute to a team environment.
- Aids Project Coordinator with technical functions for conservation practices. Follow technical specifications established/adopted by the SWCD Board or NRCS.
- Perform other duties and responsibilities as assigned.

Application Procedure:

Send cover letter, resume, and application to;

Douglas Soil and Water Conservation District

Attention: Jerry Haggenmiller or jerome.haggenmiller@mn.nacdnet.net

900 Robert St. Suite 102 t Subject: Intern

Alexandria, MN 56308