



Assistant Field Technician Internship

Spring/Summer 2025

Start Date: Week of May 5th (If possible, OR, no later than May 19th)

End Date: August 8th

Hours: Flexible. Minimum 16 hours/wk, 2-5 days/wk

Intern will need to be available for scheduled July 17th event.

Position is unpaid with potential for board approved bonus upon completion.

Position Overview:

The Charlevoix Conservation District seeks to hire an enthusiastic, outgoing, self-motivated intern to oversee stewardship of our American Beach Grass Nursery, assist our Conservation Technician with our state funded agriculture program, properly care for, organize and maintain district equipment, assist with maintaining our Native Plant Educational Garden, and assist the district manager (DM) with any small indoor/outdoor office maintenance projects. The ideal candidate for this role will be a current college student, a recent graduate interested in learning more about conservation in local government, or a retiree interested in volunteering for local conservation. This internship position will work collaboratively with district staff, conservation partners, volunteers and may be asked to attend occasional meetings with conservation partners. Must be comfortable assisting with planning, promoting and facilitating our annual Beach Grass Nursery Clean-up day on July 17th, also nationally known as, "Conservation District Day."

Position Description:

The Field Tech Intern will work with the district manager and conservation technician to oversee our Beach Grass Nursery and be an assistant to our agriculture-based program. The Field Tech Intern will also gain insight in several other areas including, but not limited to program management, fundraising and event planning. This position will work with the district manager and conservation technician to plan, prepare, prioritize and implement field projects and work days. On the job training is provided. Weekly check-ins on personal educational growth will help the intern personalize the internship. Some evenings and weekends may be needed, but not often.

Key Responsibilities:

- Plan, promote & facilitate conservation projects and tasks for the American Beach Grass Nursery
- Plan, conduct and evaluate needs for the nursery, including a Clean Up Day event with the public
- Provide a safe, supportive and fun environment for work day volunteers
- Assist with creating publications for the Clean Up Day, work with DM to promote the event
- Assist with on farm soil sampling and soil health assessments for regenerative ag requirements
- Organize, maintain and clean district equipment as needed in district garage & storage
- Attend partner meetings to promote the Beach Grass & Agriculture programs, incl. farmer's markets
- Assist with daily office tasks on non-nursery days as needed (small projects, errands, cleaning, etc)

Preferred Experience:

- Interests in local environmental issues, conservation, local agriculture, natural resource management, community outreach. All majors may apply.
- Comfortable using hand tools, some power tools and small engine equipment
- At least one year of college completed, or similar life skills with references.
- Personable, friendly, good communication and interpersonal skills, dependability and self-motivated
- Ability to communicate with people of all ages, political beliefs and socioeconomic backgrounds.
- Must provide own transportation (Mileage reimbursement for off-site projects).

Application Procedure:

Applicants, please include a cover letter, resume and a minimum of two professional and/or educational references. Ideally, at least one reference has seen the applicant working in similar environment.

Please direct applications or inquiries to: alison.adams@macd.org. Please list "Field Technician Internship" in the subject line. Any questions pertaining to the position may also be directed to Alison Adams via email or by calling (231) 582-6193.

Applications must be received by 4:30pm EDT, Friday, March 28th. Preferred start date is May 5th but no later than May 19th.



The Charlevoix Conservation District works to protect the natural resources of Charlevoix County through partnership, community outreach and landowner support, since 1948.

*303 North Street, Boyne City, MI. 49712 * 231-582-6193 www.charlevoixcd.org*
