HAMILTON COUNTY SOIL & WATER
CONSERVATION DISTRICT
1717 Pleasant Street
Noblesville, IN 46060

2020 Graphic Design Internship Position Description

Position Title: Urban Conservation Graphic Design Intern

Internship Goals: Support SWCD urban conservation in the development of a prairie establishment educational booklet, various handouts and educational materials, and other promotional items.

Required Qualifications: Proficient in Adobe Creative Cloud, specifically InDesign, Photoshop, and Illustrator. Experience creating educational handouts for print and online publication.

Desired Qualifications: Interest in natural resources conservation and/or native and invasive plants. Photography experience and experience developing a brand package/logos a plus.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties & Responsibilities:

1. Work with the Urban Conservation team to develop supplied information into quality educational materials. Main deliverable: prairie establishment educational booklet.
2. Assist in the development of materials and branding for the new invasive species program.
3. Perform other duties as assigned to assist SWCD conservation programs.
4. Intern may have opportunity for self-directed conservation related design project as time/workload allows.

Education, Training, Experience: Collegiate training in graphic design and/or communications. Experience/knowledge of the natural sciences would be helpful.

Personal Work Relationships: Incumbent maintains frequent contact with co-workers, SWCD Board, other conservation partners, and the public for the purposes of providing and receiving information. Incumbent reports to SWCD Urban Conservationist.

Physical Effort and Work Environment: Incumbent performs duties in a standard office environment involving sitting for long periods of time, sitting and walking at will, close vision, keyboarding, hearing communication, handling/grasping objects, and speaking clearly. Duties could involve lifting (up to 40 pounds), walking in rough terrain and working outside in summer weather.

Work Schedule: up to 28 hours per week; schedule TBD but between the hours of 8am-4:30pm Monday -Friday.

Work Status: Hamilton County Employee- Temporary Status (maximum 13 weeks), Part- Time, Non-Exempt

Salary: $13.00- $15.00 hour, based on experience.

Expected start/completion: May - August 2020. Negotiable.

To apply: Submit application (resume, cover letter, and work examples) at www.hamiltonswcd.org/jobs--internships.html.
Questions? Contact the SWCD at 317.773.2181 or Claire.lane@hamiltoncounty.in.gov.