



GRAND VALLEY METROPOLITAN COUNCIL

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CEDAR SPRINGS • COOPERSVILLE • COURTLAND TOWNSHIP • EAST GRAND RAPIDS • GAINES TOWNSHIP • GEORGETOWN TOWNSHIP • GRAND RAPIDS • GRAND RAPIDS TOWNSHIP • GRANDVILLE
GREENVILLE • HASTINGS • HUDSONVILLE • IONIA • JAMESTOWN TOWNSHIP • KENT COUNTY • KENTWOOD • LOWELL • LOWELL TOWNSHIP • MIDDLEVILLE • NELSON TOWNSHIP
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Grand Valley Metro Council/ Lower Grand River Organization of Watersheds Environmental Programs 2023 Internship Job Description

Description

The Grand Valley Metro Council (GVMC) is an alliance of governmental units in the West Michigan area focused on growth and development planning, quality of life improvements, and governmental services coordination. The Environmental Programs Department works with municipalities on stormwater management and development rules, community groups and schools on broad environmental education activities, and subwatershed groups on building capacity to improve local waterways. The Lower Grand River Organization of Watersheds (LGROW) is an agency of GVMC with a mission to “Understand, protect, and improve the natural resources of the Lower Grand River Watershed for all to enjoy.”

The position of Environmental Programs (EP) Intern will be under the supervision of the Director of EP and assist EP’s staff with their work. Primary duties will focus on activities associated with meeting the goals of the Lower Grand River Watershed Management Plan and the compliance activities of the communities with Municipal Stormwater permits.

Specific Duties may include, but are not limited to:

- **Communications:** Assist with development and implementation of marketing and outreach plans as well as program-specific plans. Develop content, including taking photos, for print, website, social media, blogs, and newsletters. Connect with and coordinate communications with subwatersheds leaders.
- **Events:** Assist in facilitation and coordination of LGROW’s presence at community events, including some evenings and weekends. Organizing vendor tables, contacting and coordinating volunteers, developing activities, and assisting with general event planning as requested by organizers.
- **Environmental Education:** Prepare materials and activities and deliver programming at K-12 classrooms and outdoor educational events, assist with scheduling in coordination with schools and partners.
- **Community Science & Service:** Assist with reaching out to potential volunteer groups to use LGROW’s stream cleanup and storm drain cleaning kits. Coordinate clean up days with groups.

- Field Work: Assist with water quality monitoring, watershed inventories, Rainscaping site assessments, planting and maintenance days, and other field work as needed.
- Data Management: Connect with community partners to collect water quality sampling results, review data collection records, perform quality assurance/quality control procedures, and enter in LGROW's Data Repository.
- Office Work: Assist with document organization and creation for stormwater program and other initiatives.

Hours Expected, Dates of Employment, and Compensation

The Environmental Programs Intern is expected to be available to work anywhere from 10 to 30 hours per week. Hours are flexible since some evening and weekend hours are required to cover events and community meetings. This position is open from mid-April and ends late-August, although other dates can be accommodated. Hourly rate will be negotiated, depending on experience. This position is considered part-time with no health insurance benefits.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities, and qualifications desired to perform the essential functions of the position.

- Current enrollment or recent college graduate in an environmental or related field.
- Over 18 years old.
- Able to provide own transportation.
- Familiarity in the use of Microsoft Office software, including but not limited to Word, PowerPoint, Excel, and Adobe Acrobat.
- Proficiency with social networking tools to keep up with changing methods of communication.
- Creative thinking skills to critique and assist in developing innovative and interesting public education materials and programs.
- Ability to work independently to accomplish tasks and within in a team to help meet larger goals and objectives of programs.
- Ability to attend meetings and events at times other than regular business hours.
- Strong writing skills.
- Customer service and communication skills.
- Database management.

Orientation:

GVMC's Director of Environmental Programs and the Director of Human Resources will provide an orientation program during the first week of employment. This will include introductory meetings with key staff and GVMC members, an orientation to current projects, and the creation of a work plan.

Physical Demands and Work Environment:

While performing the duties of this job, the employee may need to communicate with others in person, over email, and on the telephone. The employee may compose and read written and computerized documents, plans, and maps. The employee may need to travel to locations within and outside of Kent County. The employee must be able to occasionally lift and/or move items of light weight and carry equipment in the outdoors.

While performing the duties of this job, the employee regularly works in a business office setting, or virtual depending on CDC and State guidelines. The employee may be exposed to outside weather conditions during travel, site visits, and conducting field work and outdoor educational programs.

Application Process

Additional information about the work involved is available at: <https://www.gvmc.org/epabout> and www.LGROW.org. If interested in this position, please email resume and cover letter by March 24, 2023, to Wendy Ogilvie at wendy.ogilvie@gvmc.org.

