

Agency of Natural Resources

Intern Position Description

Internship Title: Business Media and Communications Intern

Internship Site: 1 National Life Drive, Montpelier, VT 05620

Description:

The Department of Environmental Conservation (DEC) issues 300 of grants, and millions of dollars to community partners and municipalities each year. It is often difficult for members of the public to navigate the state grant process. This position will be responsible for creating a training curriculum for grantees receiving funds from DEC. This will involve meeting with grantees, conducting surveys, researching each of the state and federal requirements and translating them into language anyone can understand in the form of a webinar/you tube video, other media. In addition, the position will learn about Department operations and financial processes.

Desired qualifications/skills/coursework:

- Ability to understand and interpret legal requirements.
- Ability to perform independent research using various methods of resources (ie. statutes, federal regulations, website info).
- Ability to translate technical language into laymans' terms.
- Fluency with various software, including You Tube video production, survey monkey, other. Fluency with Microsoft Office Suite. Experience/education with public administration and communications.
- Pursuing a degree in business, administrations, communications, natural resources

**Students currently in their sophomore and junior year are eligible to apply.*

Supervision: This position will be supervised by a Grants Management Specialist in the Administration and Innovation Division.

Start and End Dates: May through August

Total Hours: 192 hours - 16 hours per week (16 hours per week for 12 weeks). This is negotiable.

Compensation: Flat Stipend \$ 1,500

How to apply: Submit a resume, cover letter and an academic reference (professor name and contact information) to David Pasco, Grants Management Specialist, david.pasco@vermont.gov by 4/25/2016.