



## Internship Opportunity

The Wyoming Association of Conservation Districts represents and assists Wyoming's 34 local Conservation Districts, political subdivisions of state government responsible for assisting their landowners and communities with natural resource conservation objectives. The Association serves as a voice on legislative matters, coordinates and delivers training, manages and organizes meetings and conferences and more. [www.conservewy.com](http://www.conservewy.com).

The Wyoming Natural Resource Foundation is a sister organization to the Association and works to coordinate efforts to advance on the ground conservation in Wyoming. [www.wynaturalresourcefoundation.com](http://www.wynaturalresourcefoundation.com).

WACD is looking for a willing, dedicated, and self-driven intern majoring in Ag business, Ag Communications, or related field to join our staff for the summer months in Cheyenne, WY.

### Intern Responsibilities & Duties:

- Assist in coordinating events such as the Cowboy Chuck and Chip Golf tournament, work on convention planning and coordination.
- Opportunity to assist the Executive Director conducting research and compiling data and information as needed on legislative and policy matters.
- Work on a wide variety of projects as directed.
- Open mind to learn various natural resources issues.

### Job Requirements and Details:

- Position to begin approximately mid-May to mid- August. Specific time frame to be negotiated with successful application. Please indicate availability.
- Work hours: 40 hours per week. Monday-Friday, however some events may occur on weekends.
- Office space provided. Some flexibility in remote working negotiable.
- Travel and work hours for special events may occur throughout the summer.
- Must be proficient in Microsoft programs including word, excel, etc. Additional skills in adobe creative suite beneficial but not required.
- Must be self motivated and organized.
- Stipend: \$1,500/ month (two pay periods per month by direct deposit).
- Internship located at 517 E. 19<sup>th</sup> Street, Cheyenne, Wyoming – **LOCATION CAN BE NEGOTIATED**

To apply for this opportunity, please submit a current resume, a letter of interest explaining your educational goals and how you plan to use your degree after graduating, and two letters of recommendation to Bobbie Frank, Executive Director at [bobbie.frank@conservewy.com](mailto:bobbie.frank@conservewy.com). Questions on the position can also be directed to this email. **Deadline: Applications to be received at the above email by April 26 at 5 p.m.**