



## King County

Invites Applications for the Position of:

# Summer Internships 2019

*King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.*

**OPENING DATE/TIME:** 04/08/2019 12:00 AM (GMT -8:00)

**CLOSING DATE/TIME:** 04/21/2019 11:59 PM (GMT -8:00)

**SALARY:** \$17.26 - \$24.63 Hourly

**LOCATION:** Varies

**Department:** Department of Natural Resources & Parks - Water and Land Resources Division

*King County values diverse perspectives, life experiences, and differences. The Water and Land Resources Division encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, and veterans. We are committed to being equitable and fair in providing equal access to opportunities for all.*

**SUMMARY:** The King County Department of Natural Resources and Parks, Water and Land Resources Division seeks several full-time interns for summer 2019. Assignments will be to one of the following areas below, providing experience in the practical application of coursework in a large-scale, public sector organization.

**WHO MAY APPLY:** Positions are open to college level students currently enrolled and continuing in the fall 2019 in full or part-time status at an accredited university/college with coursework in the described areas. **Proof of full or part-time enrollment status is required.** Most positions require a valid driver's license.

**FORMS AND MATERIALS REQUIRED:**

- Cover letter.
- Resume.
- Response supplemental questions found at the end of this document is required.

The application materials can be emailed to [hr.wlrd@kingcounty.gov](mailto:hr.wlrd@kingcounty.gov) or a hardcopy mailed to: Calvin Rivers, Sr. HR Analyst, Water and Land Resources Division, 201 South Jackson St., Suite 600, Seattle, WA 98104

**WORK SCHEDULE:** Monday-Friday, 8 a.m. to 5 p.m. However, each internship schedule may vary within that framework not to exceed 40 hours a week. Positions will report to various Water and Land Resources Division locations. Please see descriptions below for additional details.

**REQUIREMENTS FOR ALL POSITIONS:** Dependability; effective communication skills; enthusiasm to learn, willingness; and ability to work in a diverse environment. Additional requirements for individual internships are listed below.

**PHYSICAL ABILITIES:** Some positions require field work with exposure to safety sensitive areas. Positions may require the ability to traverse in rapidly changing construction areas.

**To learn more about the Water and Land Resources Division, please go to our website:**  
[www.kingcounty.gov/wlr](http://www.kingcounty.gov/wlr)

## **JOB DUTIES:**

### **Learning Objectives and Descriptions of Internship Opportunities**

#### **1. Agriculture/Snoqualmie Valley Agricultural Land Strategic Plan Intern**

In 2017, the Fish, Farm, Flood watershed planning effort identified a suite of recommended actions and three task forces that would advance the efforts focused on salmon recovery; agriculture production and preservation; and flood risk reduction within the Snoqualmie River Valley. The recommended actions included an assessment of land-based assets on farmlands in the Snoqualmie Agricultural Production District; creation of a plan for needed improvements to farmland assets; and determination of a minimum number of acres of agricultural resource lands required to preserve a viable agriculture sector. The Agriculture Intern will collect, compile and analyze existing land use data; survey farmers to collect new data; and support the project leader with meeting logistics.

This intern will work part-time through the remainder of the spring quarter/semester and then convert to full-time (30-40 hours per week) during the summer. Pending funding and workload, this intern may be asked to continue in a part-time basis through the end of 2019.

#### **Requirements:**

- Familiarity with finding, managing, and analyzing spatial data, including data entry, conversion (e.g. digitization), and maintenance, as needed.
- Proficiency with GIS analysis using vector and raster data and knowledge of ArcGIS.
- Proficiency with quantitative and qualitative research methods and reporting.
- Ability to communicate clearly, orally and in writing.
- Collegiality and the ability to work collaboratively with internal colleagues and external partners and stakeholders.
- Ability to manage time, priorities, and resources.
- Familiarity with King County agriculture.
- A valid driver's license or alternate ability to get to meeting and field sites not served by public transit at varying times of the day.

This work will be best performed and of most benefit to a student pursuing studies in agriculture; sociology or anthropology; natural resource policy; geography; environmental science; or natural resource management.

**Location:** King Street Center-201 South Jackson Street, Seattle, WA and field work.

## **2. Communications Intern**

The successful candidate will work with the Communications Manager of the Water and Land Resources Division to learn communications tactics and planning functions. In addition, the intern will be exposed to and carry out inclusive communications with a goal of equitable outcomes for all residents and enhancing that aspect of our work. Prepare written articles for publication; pursue story development; coordinate photos, videos and graphics; support the development and implementation of strategic communications plans; manage social media channels; and coordinate newsletter and web page content.

### **Requirements:**

- Dependability, enthusiasm to learn, willingness and ability to work in a diverse environment.
- Excellent verbal and written communication skills.
- Excellent critical thinking skills.
- Excellent organizational skills and the ability to meet deadlines.
- Ability to work independently and willingness to ask for help and guidance.
- Ability to bend and lift in order to load vehicles and set up materials and displays.
- Ability to set office hours during the work week and to attend community events on the evenings and weekends, as needed.

### **Desired qualifications:**

- Interest in current events, local government, the public sector, and environmental issues.
- Photography or design skills.
- Experience managing social media for a group or organization (not just personal accounts).
- Experience with Web content management or HTML coding.
- Fluency or literacy in a language, or languages, other than English.

This work will be best performed and of most benefit to a student pursuing studies in public relations or public affairs; advertising or marketing; journalism; community engagement or community outreach; digital engagement; strategic communications; Environmental, planning or communications or green infrastructure.

This intern will work 30-40 hours per week from June-September 2019.

**Location:** King Street Center-201 South Jackson Street, Seattle, WA and field work.

## **3. Forestry/King County Forest Plan Intern**

In response to the 2015 Strategic Climate Action Plan, King County is embarking on an effort to develop a 30-year plan to "re-tree King County." This effort will bring together partners to "develop a sustainable 30-year plan to maintain and enhance tree cover countywide that identifies specific approaches, including public and private partnerships, geographic focus areas, and number of trees." The Forestry Intern will focus on the first step in this process, which includes an assessment and compilation of existing information on tree cover in King County, including current tree cover, forest ownership patterns, and trends in tree cover in rural and urban areas of the county, as well as other information relevant to this planning effort and support the project leader with meeting logistics. The information will form the basis of the first chapter of the 30-Year Plan.

This intern will work part-time through the remainder of the spring quarter/semester and then convert to full-time (30-40 hours per week) during the summer. Pending funding and workload, this intern may be asked to continue in a part-time basis through the end of 2019.

**Requirements:**

- Familiarity with finding, managing, and analyzing spatial data, including data entry, conversion (e.g., digitization), and maintenance, as needed.
- Proficiency with GIS analysis using vector and raster data and knowledge of ArcGIS.
- Proficiency with quantitative and qualitative research methods.
- Excellent critical thinking skills.
- Ability to communicate clearly, orally and in writing.
- Collegiality and the ability to work collaboratively with internal colleagues and external partners.
- Ability to manage time, priorities, and resources.
- A valid driver's license or alternate ability to get to meeting and field sites not served by public transit at varying times of the day.

This work will be best performed and of most benefit to a student pursuing studies in environmental science; environmental policy; natural resource management; or forestry in King County.

**Location:** King Street Center-201 South Jackson Street, Seattle, WA and field work.

**4. Environmental Summer Internships/Rivers and Floodplain Management**

The Rivers and Floodplain Management Section of WLRD is hiring two summer interns. The internship will provide hands-on experience with many aspects of managing a flood risk reduction project. This internship will include a mix of field work and office work. The intern will assist engineers and planners with site observation and documentation on a construction site and compile data. The intern may also assist staff with project management duties such as updating project web pages, preparing graphics, and digitizing information.

**Requirements:**

- Ability and desire to work outdoor in various environments (riverine, wetland, forested), walk on uneven ground over obstacles, and conduct work at times of inclement weather.
- Good written and verbal communication skills and the ability to articulate technical information.
- Ability to follow written and verbal directions and complete tasks in a given timeframe.
- Working knowledge of standard office software.
- Strong technical and organizational skills.

This work will be best performed and of most benefit to a student pursuing studies in engineering, geology, ecology and river systems, planning, public policy, project management, or related fields.

The position duration is approximately three months. You must be able to commit to working 30-40 hours per week during the entire period to be eligible.

**Location:** King Street Center-201 South Jackson Street, Seattle, WA and field work.

**5. Microbiology/Aquatic Toxicology Intern**

Students will learn existing analytical testing methods for common environmental pathogens (microbiology and algal toxins) found in current King county monitoring programs. In the microbiology laboratory the student will learn core microbiology techniques to isolate and identify bacteria from environmental matrices. The student will learn how to make culture media used to separate and identify the target organisms of interest. In the aquatic toxicology laboratory the student will learn freshwater algae identification skills with a focus on toxin producing types. The student will be trained in the operation of FlowCAM® digital imaging system and image

recognition software for the automated classification of freshwater algae in lake water samples. The student will learn how to perform quality control for the test methods commonly used in these monitoring programs. The student will also perform some side by side tests with experienced analysts to check their laboratory techniques.

**Requirements:**

- Ability to communicate effectively in writing and verbally
- Ability to work independently and willingness to ask for help and guidance
- Must have good organizational skills and the ability to meet deadlines

This work will be best performed and or most benefit to a student pursuing studies in microbiology, limnology and/or freshwater ecology or a related discipline.

**Location:** Environmental Lab, 322 West Ewing, Seattle WA 98119.

**For more information regarding this recruitment, please contact:**

Calvin Rivers  
Senior Human Resource Analyst  
206-263-1986  
[crivers@kingcounty.gov](mailto:crivers@kingcounty.gov)

**If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.**

**Summer Internships 2019 – Supplemental Questionnaire**

1. Are you currently a full or part-time student enrolled at an accredited high school/college/university, and will you continue to be in a full or part-time college student status after summer?
  - Graduating High School 2019, enrolled in College Fall 2019
  - Yes, Currently in College, Freshman Status
  - Yes, Currently in College, Sophomore Status
  - Yes, Currently in College, Junior Status
  - Yes, Currently in College, Senior Status
  - Yes, Currently in College, Graduate Program
2. Which best describes your field of study?
  - High School – College Prep Track
  - Accounting

- Business
- Communications
- Construction Management
- Education
- Engineering
- Environmental/Water Quality
- Finance
- IT
- Media
- Project Management
- Public Policy
- Regulatory
- Sciences
- Trades
- Other

3. If you answered other, please identify your field of study.

4. Some positions require travel to locations throughout King County. Do you have a valid driver's license or the ability to travel around the county in a timely manner?

- Yes
- No

5. What do you hope to learn during your internship to support your field of education?

6. How would an internship with King County Water and Land Resource Division benefit your education and career goals?

7. Please check the internship position for which you would like to apply. Please keep in mind the requirements and study areas for each position and select only the position which you believe you are qualified for and would like to be considered.

**(Please only chose one).**

- Agriculture/Snoqualmie Valley Agricultural Land Strategic Plan Intern
- Communications Intern
- Forestry/King County Forest Plan Intern
- Environmental Summer Internships/Rivers and Floodplain Management
- Microbiology/Aquatic Toxicology Intern