

## Environmental Programs and Outreach Intern - Summer 2017

### POSITION INFORMATION

Employer	City of Bellevue
Division	N/A
Title	Environmental Programs and Outreach Intern - Summer 2017
Description	<p><b>Job Summary</b></p> <p>Bellevue Utilities is seeking a highly motivated and versatile student intern to provide project support to the city's storm- and surface water pollution prevention, solid waste and recycling, and natural yard care programs. In this position, you will assist with a diverse array of programmatic, research, field work, and outreach projects that offer you the opportunity to develop skills in program and project management, data collection and analysis, memorandum and report writing, policy development, and in-person outreach. You will have the opportunity to receive mentorship from experienced program managers, gain knowledge in key environmental fields, attend field trips that enhance your learning, and experience working for a public sector agency.</p>

#### WHY JOIN OUR TEAM?

If you care about the environment and conserving natural resources, and want to learn about how cities foster stewardship, apply today to join our team! The internship starts as soon as possible and runs until the beginning of the 2017 fall semester or term.

Bellevue Utilities provides high-quality, essential services to its business and residential customers – drinking water, wastewater, storm and surface water and solid waste. We take pride in making sure these services are dependable, a good value for the money and delivered with the customer in mind. Five essential and enduring principles guide our actions and decision-making at the City of Bellevue: Exceptional public service, stewardship, commitment to employees, integrity, and innovation. We are a dynamic, international and multicultural, future-focused, diversity-driven, high-performing city.

#### Essential Duties and Responsibilities

Projects with which you will assist range widely in terms of duration and complexity, and may include, but are not limited to, the following:

#### Storm- and surface water

Improving awareness of stormwater pollution prevention by placing markers on storm drains throughout the city;  
 Conducting in-person outreach at public events to residents about how to prevent pollution to maintain healthy streams and lakes;  
 Assisting with electro-fishing and collecting macro-invertebrates to help monitor the health of local streams; and,  
 Designing and developing a monitoring program for local beaver dams in order to preserve habitat while monitoring flooding.

#### Solid waste and recycling

Conducting residential solid waste cart label monitoring in the field, including gathering data on whether residential solid waste containers have proper labels, analyzing findings, and recommending next steps;  
 Assisting in developing recycling standards or guidelines for multifamily and commercial buildings by researching and analyzing

### HOW TO APPLY

Applications must be submitted on-line at: <https://www.governmentjobs.com/careers/bellevuewa?>

Questions regarding the on-line application process should be directed to 855-524-5627.

Applications accepted via:  
Other

### IMPORTANT DATES

**Posted On:**  
Mar 20, 2017

**Applications Accepted Until:**  
Mar 30, 2017

### CONTACT INFORMATION

Employer	City of Bellevue
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approaches to multifamily and commercial recycling standards or guidelines and write report of findings;  
 Evaluating the effectiveness of recycling outreach programs in the schools, including synthesizing and evaluating schools survey data and writing a memo or report of findings;  
 Gathering participation data for residential food waste recycling;  
 Supporting project to improve culturally-relevant waste prevention, recycling, and carbon reduction outreach to the city's diverse population; and  
 Conducting in-person outreach to residents about recycling and waste reduction practices at public events.

Pollution prevention and natural yard care  
 Participating in volunteer work parties in order to maintain the Waterwise Demonstration Garden at the Bellevue Botanical Garden. Tasks will include setting up and tearing down work parties, and returning tools to storage.  
 Learning and practicing natural yard care techniques to manage plants, reduce weeds, and build healthy soil in the Waterwise Demonstration Garden.  
 Conducting in-person outreach to residents about natural yard care practices and resources at public events and possibly at the Bellevue Botanical Garden.

Other projects  
 Maintaining inventory of program outreach materials.  
 Updating notebook documenting Environmental Programs and Outreach Student Internship.  
 Other projects as assigned.

**Location**

**LOCATION**


**Nationwide**  
no

**City**  
Bellevue

**State/Province**  
Washington

**Country**  
United States

**Position Type** Full Time, Paid, Internship

**Salary Level** \$14.87 - \$20.50 Hourly 

**Job Function** Education, Teaching, Training, Foreign Language, Translator, Environmental, Sustainability, Earth Science

**Approximate Hours Per Week** 40 hours per week

**Qualifications**

Qualifications  
 Knowledge, Skills, and Abilities  
 Excellent verbal, written, and interpersonal communication skills.  
 Ability to research issues, identify alternatives, and present conclusions.  
 Ability to problem-solve to complete projects within specified timeframes.  
 Ability to establish and maintain effective working relationships with employees at all levels, with staff at partner organizations, and with the general public.  
 Ability to maintain confidential and sensitive information.  
 Ability to understand and follow directions.

Ability to work independently as well as with other interns, project managers, and City staff.  
Experience using a personal computer, including proficiency in Microsoft Word and Microsoft Excel.

#### Competencies

Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm.

Planning and prioritizing work to meet commitments aligned with organizational goals.

Gaining the confidence and trust of others through honesty, integrity, and authenticity.

#### Education, Experience, and Other Requirements

Currently enrolled full-time in a 2- or 4-year community college, college, or university in an accredited associates, undergraduate, or degree graduate program in a subject relevant to the environment and/or conservation, sustainability, public policy, public administration, or related field.

During school breaks, such as summer, student interns are expected to work 40 hours per week.

Driver's license with good driving record.

Must be able to work flexible hours due to evening or weekend outreach events.

Completed NeoGov application, including answering required supplemental questions.

Attach a current transcript as proof of full-time enrollment in an accredited associates, undergraduate, or graduate degree program to your application.

#### Additional, optional qualifications include:

Quantitative analysis skills, including the ability to use Microsoft Excel to conduct data analysis and produce charts/graphs.

Outdoor work experience.

Conversational proficiency in a second language, such as Spanish, Chinese, Russian, Korean, Hindi, Japanese, or Vietnamese.

Proficiency in Microsoft Outlook.

Other

#### Physical Demands

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves walking, talking, hearing, using hands to handle, feel, or operate objects, tools, or controls and reach with hands and arms.

Work will include light hiking and walking in streams wearing hip waders.

Vision abilities required by this job include close vision and the ability to adjust focus.

The employee may be required to push, pull, lift, and/or carry up to 35 pounds.

The noise level in the work environment is usually moderately quiet; however, outdoor work is required in areas that may have significant vehicle traffic noise.