

Watershed Agricultural Council

Agriculture ♦ Forestry ♦ Conservation Easements ♦ Economic Viability

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Economic Viability Program Intern Job Description

The Economic Viability Program Intern will assist the Economic Viability Program with delivering Pure Catskills Guides, document archiving, Pure Catskills membership relations support, content development for various electronic and print media, event coordination and setup, and creating outreach materials consistent with messaging of the Pure Catskills buy local campaign, which will reinforce the positive impact being made in the region. This position works under the direct supervision of the Economic Viability Program Manager.

Basic Requirements:

- Minimum of high school diploma.
- Strong communication and event planning skills.
- Must possess high level of attention to detail.
- Excellent personal, written and oral communication.
- Proficiency in computer programs including: Microsoft Office (Word, Excel etc.) and basic social media platforms.
- Familiarity with Adobe Create Suite (Photoshop, Illustrator, etc.)
- Must have a dependable, insured vehicle.
- Must have valid and current driver's license, free of infractions.
- Must be able to lift a minimum of 40 pounds.
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Duties and Responsibilities:

- Assist in the creation of program and organizational outreach materials and graphics as needed; projects include various brochures, printed directories and rack cards.
- Assist with planning for upcoming events including developing engaging displays and researching stories/Pure Catskills members to showcase. Attend promotional events as needed.
- Assist with the development of digital archiving of Pure Catskills membership kits on purecatskills.com.
- Update pages on the purecatskills.com website as directed, this includes adding educational and outreach events to online calendar.
- Assist with delivering the *Pure Catskills Guide*.
- Assist the Pure Catskills Specialist with Pure Catskills member relations and support.
- Assist the Economic Viability Program with the grant program by organizing applications and working with the Program Manager as needed.
- Assist with marketing initiatives and other program initiatives including: writing content for the member and consumer eNews, developing a yearly content calendar, and complete directory cleanup for digital and mailing lists.
- Other related duties as assigned.