

Intern

Join Our Team!



FEBRUARY 17, 2023

Open until filled.

North Country Council
www.nccouncil.org
mmoren@nccouncil.org



Job Description

Intern

Summary

Intern Position (multiple available)

Salary Range: \$15.00 to \$20.00 per hour

Employment Status: Part-Time Temporary | Not to exceed 40 hours per week for approximately 12 weeks, from mid-May through August/ early September. Potential for October to April.

Experience: Experience with fieldwork, data collection, and Geographic Information Systems (GIS) software. Must be interested in environmental, transportation, community planning, environmental conservation, fisheries, and water resources.

Minimum Education Requirements: Undergraduate student, recent graduate, or graduate student.

Direct Supervisor: Executive Director

Supervisory Responsibilities: none

Primary Work Location: Littleton, New Hampshire (office). Travel throughout Coos, Grafton, and Carroll Counties with trips to southern NH and beyond.

Certification: Valid driver's license

Physical Requirements: Ability to carry equipment weighing up to 25 lb.

To apply: Please forward a resume and cover letter to: Michelle Moren-Grey, Executive Director, North Country Council, 161 Main Street, Littleton, NH 03561, or email mmoren@nccouncil.org.

This position is open until filled. North Country Council is an equal opportunity employer. Applicants must be authorized to work lawfully in the United States. If hired, a Form I-9, Employment Eligibility Verification, must be completed at the start of employment.

Essential Job Functions

North Country Council is seeking interns for temporary positions for the upcoming summer fieldwork season. This position will provide the qualified candidate with the opportunity to gain valuable experience in environmental planning, transportation planning, and data collection and support local, regional, and statewide planning projects and initiatives. This position will primarily involve outdoor fieldwork with some office-based work at our office in the vibrant mountain town of Littleton, New Hampshire. Projects with which interns may be involved include:

- Field assessments of stream culverts and bridges to support efforts to improve water quality, aquatic habitat connectivity, and road infrastructure resiliency.
- Traffic data collection. Duties will include assisting NCC staff with deploying and maintaining traffic count equipment on roads across Northern New Hampshire and the White Mountains Region.
- Other field-based work. Interns may assist Council staff with other fieldwork projects, including parking and traffic studies and road surface condition assessments.
- Office-based tasks. Duties may include assisting NCC staff with GIS mapping, data entry, research, report writing, and data collection equipment management.

The successful applicant will be able to work as a part of a team of professionals, follow directions, complete tasks on time, and interact with the public professionally. Fieldwork is a primary component of this position. The applicant must be comfortable working as part of a two-person field team in rural outdoor environments under various weather conditions.

Required Qualifications:

- Junior or Senior undergraduate student, recent graduate, or graduate student.
- Valid driver's license, clean driving record, and reliable personal vehicle.
- Good oral communication skills.
- Ability to use standard computer equipment and mobile device.
- Microsoft proficient.
- Ability to work outdoors in various weather conditions and over potentially uneven terrain.

Preferred Qualifications:

- Experience with fieldwork and data collection.
- Experience with Geographic Information Systems (GIS) software.
- Interest in environmental, transportation, community planning, environmental conservation, fisheries, and water resources.

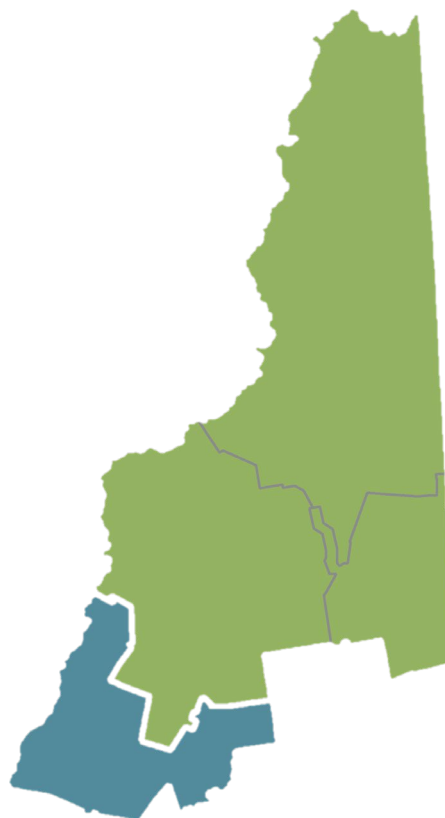
This job description is intended to provide general information about the position. It is not an employment contract and is not intended as a comprehensive listing of all job duties. This job's responsibilities, roles, and requirements may change as with all parts. The organization, at its discretion, may alter this job description at any time with or without notice, and either party at will may terminate employment.

About North Country Council

The North Country Council has provided land use, transportation, environmental, community, and economic development planning services for 48 years. We are one of nine Regional Planning Commissions (RPC) established by NH RSA 36:46, which assists in collaborative planning across many areas, acts as liaisons between local, state, and federal government, and provides advisory assistance in the region.

North Country Council seeks to effectively provide services supporting municipalities in planning and community development activities. Support to municipalities is accomplished by providing professional planning services, securing grants, administering grant funding, data collection and analysis, and regional coordination.

In addition to being an RPC, North Country Council is a federally designated Economic Development District (EDD) by the US Department of Commerce, Economic Development Administration. The Council, as an EDD, is responsible for carrying out the various aspects of developing, maintaining, and implementing the Comprehensive Economic Development Strategy (CEDS). Being a designated EDD, the region is afforded enhanced services focused on economic development.



Albany Bartlett Bath Benton Berlin Bethlehem Campton Carroll Chatham Clarksville Colebrook Columbia Conway Dalton Dummer Easton Eaton Ellsworth Errol Franconia Gorham Groton Hart's Location Haverhill Jackson Jefferson Lancaster Landaff Lincoln Lisbon Littleton Lyman Madison Milan Monroe Northumberland Pittsburg Randolph Rumney Shelburne Stark Stewartstown Stratford Sugar Hill Thornton Warren Waterville Valley Wentworth Whitefield Woodstock Coos County Grafton County Carroll County *Additional communities in ED District* - Alexandria Ashland Bridgewater Bristol Canaan Dorchester Enfield Grafton Hanover Hebron Holderness Lebanon Lyme Orange Orford Piermont Plymouth