



Position	Seasonal Intern
Posting Date	1/1/2024
Category	Part-Time, Temporary
Benefits	No
Salary	\$16.00 to \$20.00/ Hr. DOE

Job Description

SEASONAL FIELDWORK INTERNSHIP

The **North Country Council** is a dynamic, community-focused organization dedicated to improving the quality of life for Coös, Grafton, and Carroll Counties residents. As a Regional Planning Commission and Economic Development District, The Council works collaboratively with municipalities, businesses, and community stakeholders to drive sustainable growth, economic development, and rural planning across the North Country region. We are committed to addressing the region's challenges and leveraging opportunities to foster lasting, community-driven change.

Our forward-thinking team works across various sectors, delivering innovative solutions that promote sustainable growth, enhance community livability, and support economic vitality. By focusing on rural development, transportation, and regional planning, we aim to shape a prosperous future for the communities we serve. The North Country Council's dedicated professionals are passionate about positively impacting and creating a stronger, more vibrant region.

The ideal candidate for this internship is eager to learn, work as part of a team, and contribute to important planning projects. Applicants should be comfortable working outdoors in various weather conditions and on uneven terrain, as fieldwork is a significant component of the position. Strong communication skills are essential, as interns will interact with colleagues, project partners, and the public. The ability to follow instructions, stay organized, and meet deadlines is also important.

The internship will focus primarily on fieldwork, with the successful candidate working alongside professionals in outdoor settings across Northern New Hampshire and the White Mountains region.

Key Responsibilities:

- **Field Assessments:** Evaluating stream culverts and bridges to improve water quality, aquatic habitat connectivity, and infrastructure resiliency.
- **Traffic Data Collection:** Deploying and maintaining traffic count equipment across Northern New Hampshire and the White Mountains.
- **Additional Fieldwork:** Assisting with other projects like parking studies, traffic analysis, and road surface condition assessments.
- **Office Work:** Supporting GIS mapping, data entry, research, report writing, and equipment management.

Required Qualifications:

- Junior or Senior undergraduate student, recent graduate, or graduate student.
- Valid driver's license, clean driving record, and a reliable personal vehicle.

- Strong oral communication skills.
- Familiarity with standard computer equipment and mobile devices.
- Proficiency in Microsoft Office programs.
- Ability to work in outdoor environments and on uneven terrain, sometimes in varying weather conditions.

Preferred Qualifications:

- Prior experience with fieldwork and data collection.
- Familiarity with Geographic Information Systems (GIS) software.
- An interest in environmental, transportation, community planning, conservation, fisheries, or water resources.

Position Summary:

- Location: Littleton, New Hampshire, with fieldwork across Northern New Hampshire and the White Mountains region.
- Duration: Approximately 12 weeks, from mid-May to late August, early September
- Hours: Up to 40 hours per week
- Starting Pay: \$16.00 to \$20.00 per hour depending on experience.

Application Instructions:

- Email James Steele, Finance Manager and Special Projects Manager at jsteele@nccconcil.org, subject line "NCC Intern Position 2025".
- Materials to Submit:
 - Cover letter highlighting your qualifications
 - Resume
 - Three references