



CITY OF CHULA VISTA
invites applications for the position of:

Undergraduate Conservation Associate/Intern

SALARY: \$12.12 - \$14.73 Hourly

OPENING DATE: 10/9/18

CLOSING DATE: continuous

DESCRIPTION AND ESSENTIAL FUNCTIONS:

Undergraduate Conservation Associates/Interns are being recruited for positions in the Office of Sustainability in the Department of Economic Development. Interns will work in a professional environment in a service-oriented culture that stresses five core goals to ensure a sustainable quality of life for Chula Vista residents and businesses:

- Operational Excellence
- Economic Vitality
- Healthy Community
- Strong and Secure Neighborhoods
- Connected Community

Interns will work to promote the link of sustainability to economic development and how this plays a key role in achieving the City of Chula Vista's goals of CLEAN air, CLEAN land and CLEAN water necessary for general health and well-being of our citizens. Interns will perform various tasks in the office and in the field focusing on educating residents and businesses to employ best practices to save resources including energy and water and promote materials being recycled. Interns will visit businesses and homes to promote sustainable operations regarding water, energy and recycling. Interns will also represent the City at outreach events, write reports summarizing energy and water evaluations for businesses/residents and will perform various tasks as assigned. The work assigned to the Intern (Undergraduate) supplements the formal educational program of advanced college studies. Duties may vary widely depending on the departmental needs and occasional work will be required on weekends.

NOTE: This recruitment is for **up to three** part-time, non-benefited positions limited to 880 hours of employment in a fiscal year (July 1 through June 30) with an average of less than 30 service hours per work week. Unclassified hourly employees are paid on an hourly or per diem basis and shall not be eligible for benefits nor be subject to Civil Service Rules. Although hourly employees are at-will, they are still subject to all other City policies and procedures.

MINIMUM QUALIFICATIONS:

Experience and Training:

Current enrollment in an undergraduate degree program (e.g., Associate's or Bachelor's degree program). Degree program is to be in a related field to the department's mission. Previous work experience is not required. Spanish skills are a plus.

License or Certificate:

Valid California driver's license and proof of insurance may be required by this department.

KNOWLEDGE, SKILLS AND ABILITIES / PHYSICAL DEMANDS AND WORKING CONDITIONS:

Knowledge, Skills, and Abilities:

Knowledge of: Basic knowledge of a discipline that is considered valuable to the department; and computer equipment and software applications related to assignments. **Ability to:** keep work related records and prepare reports using a computer; read and interpret typical business correspondence, reports and City or department policies; maintain records and prepare simple reports; follow either written or oral instructions; present ideas in a clear and effective manner; make presentations where applicable; coordinate multiple activities; use initiative and sound independent judgment within established guidelines; communicate clearly and concisely, both orally and in

writing; establish and maintain effective working relationships with those contacted in the course of work; and work with various cultural and ethnic groups in a tactful and effective manner.

Working Environment:

Dependent upon the department, the Intern (Undergraduate) must be able to work indoors or outdoors in various weather conditions when required. Work is scheduled to meet the Intern's college class schedule and the needs of the department whenever possible.

ADDITIONAL INFORMATION:

This recruitment will remain open until filled. **First round of applications will be reviewed on November 26th.** Interested individuals are encouraged to apply early for first consideration. To be considered, applicants must submit a resume, cover letter and transcripts (unofficial copy is acceptable) to conservation@chulavistaca.gov. Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notices will be sent via e-mail. Any questions can be emailed to conservation@chulavistaca.gov