



PUBLIC HEALTH

ENVIRONMENTAL HEALTH DIVISION

Pollution Prevention Program

- Job:** Partners for a Clean Environment (PACE) Intern
- Time Commitment:** 16-24 hours per week for at least three months; however, the position would be open ended. Intern may work any day Monday through Friday.
- Major Objective:** Assist the PACE program in providing stormwater pollution prevention outreach to businesses in Boulder County.

Responsibilities:

- Identify, contact and schedule meetings with owners/managers of gas stations and carwashes to discuss their practices that may impact stormwater quality.
- Survey businesses to assess their understanding of stormwater issues, document their practices and estimate their impacts.
- Distribute outreach materials to businesses, encouraging them distribute or display the information for all employees.
- Develop new and update existing resource sheets.
- Enter and compile data from surveys and site visits in the PACE database..
- Assist staff in contacting businesses to schedule site visits and training sessions.
- Assist with public outreach events.

Requirements:

- Strong computer skills – including graphic/publishing and database software. While a familiarity with Adobe InDesign would be very helpful, it is not a requisite skill.
- Intern should be comfortable working with minimal direct supervision and able to problem solve.
- Education in environmental studies required.

Training:

- PACE staff will provide training to familiarize the intern with the existing outreach materials and achieve understanding of relevant environmental issues.
- Intern will receive an overview of PACE's outreach efforts.
- Intern will shadow staff to gain competency in interacting with businesses.
- Training would likely require 20 to 30 hours.

Supervision:

- Intern will be supervised by PACE Team Lead.

- Regularly scheduled meetings will take place, likely weekly to start; then bi-weekly once the intern is up to speed.

Benefits:

- Develop skills in technical writing, marketing, and use of graphics/publishing software.
- Learn about current environmental issues and solutions.
- Make contacts in the public environmental realm.
- Flexible work schedule.

How to Apply:

**Please call the Volunteer Services Office at 303-441-1163
for more information or send an e-mail to
dkoehler@bouldercounty.org to request an application.**