



**Position Title:** Mitigation Program Intern

**Duration:** June 8<sup>th</sup>, 2025 - 15 weeks or 600 hours

**Pay:** \$20.00/hr

**Objective:** Washoe County is seeking an enthusiastic and motivated intern to lead the planning, development, and implementation of a pollinator garden at the Regional Emergency Operations Center (REOC). This position will work closely with community partners, local organizations, and County staff to engage the partners, coordinate volunteer efforts, and promote environmental stewardship. This is an excellent opportunity for students or recent graduates interested in conservation, community engagement, and sustainability.

### **Responsibilities:**

- Collaborate with community partners, local schools, and environmental organizations to design and implement a pollinator garden.
- Assist in site selection, garden planning, and plant selection in consultation with experts.
- Organize and lead volunteer days, educational workshops, and outreach events related to pollinator conservation.
- Develop promotional materials and social media content to engage the community.
- Research best practices for sustainable landscaping and native plant selection.
- Maintain records of project progress, volunteer participation, and budget expenditures.
- Support grant writing or fundraising efforts if applicable.
- Ensure compliance with County regulations and environmental policies.

### **Deliverables**

- Schedule meetings as needed to ensure communication flow.
- Design and install a living and sustainable pollinator garden.
- Create metrics to show the time and money needed for implementation in other areas of the county.
- Presentation of pilot program and replication tool to local groups such as the County Emergency Planning Committee (EPC)



## Timeline

The internship is expected to last 15 weeks (just under 4 months), with the following milestones:

1. **Weeks 1-3:** Conduct soil & sunlight assessments. Gather input from community partners and County officials. Create a list of native plants and habitat features. Finalize garden layout. Seek sponsorships and donations. Organize a kickoff meeting with volunteers and stakeholders.
2. **Weeks 4-6:** Clear the site, test and amend the soil if needed, install any hardscaping, prepare for planting, finalize plant selection and place orders.
3. **Weeks 7-9:** Host a community planting event, plant flowers, shrubs, and trees, install habitat features, water and monitor plant health, and conduct a mid-project review with partners and volunteers.
4. **Week 10-12:** Install educational signage about pollinators and native plants and establish a long-term plan for garden upkeep.
5. **Week 13-15:** Monitor plant growth and pollinator activity, address any issues, host a volunteer day for weeding and maintenance, evaluate the project's impact and document successes and metrics, and finalize a report on lessons learned, drought and extreme weather impact, and future pollinator garden builds.

## Qualifications:

- Currently pursuing or recently completed a degree in Environmental Science, Biology, Sustainability, Public Administration, or a related field.
- Strong interest in conservation, native plants, and pollinator species.
- Excellent communication and community engagement skills.
- Ability to work collaboratively with diverse groups, including volunteers and County officials.
- Experience in gardening, landscaping, or habitat restoration (preferred but not required).
- Self-motivated, organized, and able to work independently.
- Interested in mitigation with general understanding of the concept, intention, and application of mitigation actions



## **Benefits:**

- Hands-on experience in environmental conservation and community engagement.
- Networking opportunities with County officials, environmental organizations, and local partners.
- Professional development in project management, public outreach, and sustainability practices.
- Potential for academic credit, depending on the institution's requirements.

**Supervision:** The intern will report to Kelly Echeverria, who will provide guidance and support throughout the internship period.

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**Adjustments can be made based on specific organizational needs and the intern's background. This scope of work provides a structured framework for the intern to contribute effectively to the development of a successful mass care program.**