



Air Pollution Control District  
San Luis Obispo County

## JOB ANNOUNCEMENT

### SLO County Air Pollution Control District Student Intern Position

**SALARY:** \$15/hour

**HOURS:** 32-40 in the summer and 10-15 during school year

**OPENING DATE:** April 17, 2018

**CLOSING DATE:** May 17, 2018

**POSITION START DATE:** July 2, 2018

#### **ABOUT THE POSITION:**

The San Luis Obispo County Air Pollution Control District (APCD) is accepting applications for a Student Intern Position that will begin on July 2, 2018.

The APCD is the local agency working to protect the health of over 269,000 county residents by preserving good air quality. By partnering with the local communities and businesses, we implement regulations and programs to reduce air pollution and assist the county in reaching all outdoor air quality standards.

#### **TYPICAL TASKS AND DUTIES:**

- Assist with implementation of the APCD's Outreach Program; including social media management and program promotion.
- Grant Program Administration; may use database, word processing or spreadsheet software programs and other applications.
- Computer data entry.
- Development of maps using Geographic Information Systems.
- Interaction with public through various outreach events.
- Development of podcasts.

#### **IDEAL QUALIFICATIONS:**

- Strong attention to detail with technical analysis and spreadsheet savviness highly preferred.
- Ability to professionally interface in person, on the phone and by email with grantees and the public.
- Knowledge of Geographic Information Systems (GIS) is a plus.
- Knowledge of several social media platforms.
- Ability to work independently.
- Ability to work at least until June 2019.

#### **HOW TO APPLY:**

Applications must be submitted by May 21, 2018 by 5:00pm. Applications shall include a resume, 1-page cover letter, and 3 professional references.

An initial application review will be conducted. Candidates who are selected as being the best qualified for the position will be invited to participate in an in-person interview.

The selected candidate will be required to have a background check, including a health physical, before beginning the position on July 2, 2018.

If you have questions or would like to discuss the opportunity further, please contact Meghan Field at [mfield@co.slo.ca.us](mailto:mfield@co.slo.ca.us) or call 805-781-1003.