



**Tip of the Mitt Watershed Council
Policy & Advocacy Team Intern
Job Description
January 2022**

Organization Description: Founded in 1979, the Tip of the Mitt Watershed Council is a nonprofit organization dedicated to protecting Michigan's lakes, streams, wetlands, and ground water. Based in beautiful Petoskey, Michigan, the Watershed Council works on local issues in the watersheds of Antrim, Charlevoix, Cheboygan, and Emmet Counties, as well as state, federal, and binational policy. Hallmarks of the Council's work include respected advocacy, watershed planning, innovative education, technically sound water quality monitoring, thorough research, collaboration, and empowering others. For more background information, check out www.watershedcouncil.org.

Intern Summary: The Watershed Council works with local government officials and staff to address and improve local development proposals, master plans, zoning, and other ordinances/initiatives regarding water resource protection and restoration. The Policy and Advocacy Intern will have the opportunity to work on local policy efforts and support the policy director in state and federal water resources advocacy, as well as conduct a research project evaluating water resources permits issued in the service area of the Watershed Council.

Primary Job Responsibilities: All of the proposed activities will expose the intern to policy and advocacy issues related to water quality, protection, and use. The work includes direct experience with government regulations, legislative concerns, public affairs, and public service. This Intern will report to the Policy Director.

Policy Research and Advocacy: Work on reviewing permit applications to state and local agencies. Assist with research, subcommittee committee meetings, and local government advocacy related to greenbelts and septic systems, including passing local ordinances in Antrim and Cheboygan Counties. Work on efforts involving local ordinances and climate resiliency, including coordinating ordinances and enforcement around Lake Charlevoix. Assist in research needed for analysis of various issues as needed and perform other duties as requested.

Research Project: To be a voice for our waters, Tip of the Mitt Watershed receives copies of state and federal dredge and fill permit applications to review. We receive copies of all individual permit applications submitted to the Michigan Department of Environment, Great Lakes, and Energy (EGLE) and the U.S. Army Corps of Engineers (USACE) within our four-county service area for projects that may impact wetlands, streams, shorelines, inland lakes, and the Great Lakes. Our goal in reviewing permit applications is to avoid and minimize adverse impacts to lakes, streams, wetlands, and the Great Lakes for proposed projects. The intern will conduct an investigation into the permit applications received in 2020-2021 to determine the effectiveness of the Watershed Council's comments. Work will entail

evaluating permit applications submitted versus permits received, along with a comparative analysis of comments submitted to determine if our recommendations were incorporated into the final permit.

POD Program Database Management: Assist with Prescription & Over the Counter Drug Drop-off (POD) Workgroup meeting and community collection events. Work on statewide database of Michigan drug disposal locations – update and confirm locations to ensure website is accurate.

Education & Outreach: Assist with logistics and public outreach necessary to conduct several other large events, including the Annual Lake Association Summit. Attend our Annual Meeting and other events, such as lake and river clean-ups, water resource field trips, Waganakising Bay Day and other festivals. Participate in Students Experience Lake Charlevoix and help with our annual fundraiser called Whale of a Sale. Gather information for press releases. Write articles for Watershed Council and lake association newsletters. Assist with targeted mailings and outreach. Participation in these events are dependent upon COVID-19 situation and restrictions.

Qualifications: This is a full time internship with a stipend, and may also be done to obtain college credit. Must be pursuing a degree in Political Science, Public Policy, Environmental Studies, or similar field. Must possess strong written and verbal skills, and have a valid driver's license. Strong research skills and computer skills are also required, including familiarity with Word, Excel, and PowerPoint. Preferred candidates will possess a positive attitude and be highly motivated. Anticipated work dates are early-mid May through mid-August. Interns are required to be fully vaccinated for COVID-19 as defined by the CDC upon start date, unless there is a basis for an exemption based on disability/medical conditions and/or religion. Although housing is not guaranteed, the Watershed Council has partnerships with the University of Michigan Biological Station and the Little Traverse Conservancy, both of which have housing options if necessary. Number of hours per week is 40. Interested candidates should contact Natalie Walts at (231) 347-1181 or natalie@watershedcouncil.org. Please send a cover letter, resume, and contact information for two professional references.