

INTERNSHIP REQUEST FORM

(The information given on this form will be made available to students. Please review and complete as necessary.)

Directions:

1. Click "File", "Save As" and save this file to your computer as "your dept/division name"
2. Click the gray areas in which you need to type and enter text.
3. Save the complete file.
4. Attach the completed file to an email and send to: CWagner@co.broome.ny.us

(Section 1) Requesting Department Information	
Department/Division	Planning/Environmental Management Council
Mission Statement	<p>The Broome County Environmental Management Council (EMC) has advised County and local government on environmental matters since 1971.</p> <p>The local volunteer citizen environmental advisory board gathers and discusses environmental information; writes plans, reports, and advisory resolutions; and makes policy recommendations to County government on matters including solid and hazardous waste management, natural resource conservation and protection, and land use planning. The citizen volunteers are appointed by the County Executive and confirmed by the County Legislature.</p> <p>The EMC also helps identify and draw attention to environmental concerns through public participation and education programs. EMC members, volunteers and interns also participate in a variety of local environmental education events including Earth Day, Storm Drain Stenciling projects, Book Recycling Fairs, and Riverbank Clean Ups. The full Council and its committees generally meet monthly during the year.</p>
Contact Person Information	<p>Name: Stacy Merola Title: EMC Director Email: smerola@co.broome.ny.us</p> <hr/> <p>Phone: 607-778-2912 Fax: 607-778-6051</p> <hr/> <p>Address: Gov't Plaza, Edwin L. Crawford County Office Bldg, PO Box 1766, Binghamton, NY 13902-1766</p>
Send Applications Via	<input checked="" type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Fax <input checked="" type="checkbox"/> Mail
Date Form Completed	4/11/08

(Section 2) Internship Information	
Position Name	Environmental Mgmt Council Student Intern

<p>Job/Project Description</p>	<p>Student interns are involved in projects directly relating to EMC's current work program, e.g. air and water quality issues, solid and hazardous waste management, and the environmental review process, among other things.</p> <p>The internship program is designed to involve students in current environmental planning issues as an important supplement to their academic classes. The purpose of the program is to provide an opportunity to gain experience in environmental planning and public policy, and to sharpen interpersonal and office skills.</p> <p>Responsibilities include independent research, preparing educational literature, attending public meetings, and assisting with general office duties, which may include maintenance of environmental topical files, publications, reports, studies, impact statements, and general information resources. Intern will provide administrative support and technical assistance to EMC staff, volunteers and committees, and their respective subcommittees. This agency serves Broome County.</p>
<p>Experience/Skills Desired</p>	<p>Special Skills: Student must have excellent verbal and interpersonal communication skills. Must be well organized, self-motivated and have ability to work independently. Must have ability to write clearly and concisely. Experience with basic computer software applications like word processing, database programs and power point required.</p>
<p>Additional Notes</p>	<p>Intern required to commit minimum of 120 hours, 8-12/hrs/wk. Intern will be required to attend EMC monthly evening meetings and some afternoon committee meetings. In addition, must participate in weekend event (October Riverbank Clean-Up) and special evening events as needed or required.</p> <p>EMC Business hours are Mon - Fri 8:30am - 5pm.</p> <p>Car is not necessary, but helpful.</p> <p>Resume, cover letter and at least one written reference required for consideration.</p>
<p>Time Preference</p>	<p><input checked="" type="checkbox"/> Part Time <input type="checkbox"/> Full Time <input type="checkbox"/> No Preference</p>

(Section 3) Compensation

***Interns must be paid according to the current year's pay schedule and according to classification**

<p>Compensation*</p>	<p>Unpaid</p>
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School Credit	<input type="checkbox"/> Credit	<input type="checkbox"/> Non-Credit	<input checked="" type="checkbox"/> No Preference
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(Section 4) Internship Availability – Check All That Apply

Type of Intern Desired	<input type="checkbox"/> HS	<input checked="" type="checkbox"/> College	<input type="checkbox"/> Grad	<input type="checkbox"/> Law
# Of Positions Available	1			
Time Period	Fall			