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Corps
Taos Valley Acequia
Association
New Mexico Acequia
Association

STUDENT INTERN

Taos Soil & Water Conservation District

Position Type: Temporary, Part-Time Student Internship

School Year: 2026–2027

Pay: \$18.00 per hour

Hours: Up to 15 hours per week

Start Date: October 14, 2026

End Date: April 30, 2027

Location: Taos Soil & Water Conservation District Office

Position Summary

The Taos Soil & Water Conservation District (Taos SWCD) is seeking highly motivated high school students to join our team as part-time Student Interns for the 2026–27 school year. Student Interns will support District staff with data entry, organization, and uploading project information into the District's database. Interns will also have opportunities to learn about local natural resource conservation and gain hands-on experience by participating in conservation projects, community events, and other District activities.

This is a great opportunity for students interested in **natural resources, conservation, environmental science, agriculture, community service, or public-sector work** to gain practical workplace experience while contributing to projects that benefit the local community.

Essential Duties and Responsibilities

- Enter and update information accurately in the District database.
- Upload and organize project files and related information.
- Review information for completeness and accuracy.
- Maintain organized electronic and paper records as directed.
- Assist District staff with administrative and project-related tasks.
- Attend and actively assist with conservation-related projects, outreach activities, and community events.
- Follow established procedures for handling District records and information.
- Perform other related duties as assigned.

Qualifications

Applicants must:

- Be **16 years of age or older**.
- Be currently enrolled in high school.
- Be proficient with computers and comfortable learning new software and database systems.
- Demonstrate strong attention to detail and the ability to enter information accurately.
- Be dependable, organized, and able to work independently.
- Have reliable personal transportation.
- Have an interest in natural resource conservation and a willingness to participate in conservation-related projects and events.

Work Schedule

This is a part-time position of **up to 15 hours per week**. Work hours are flexible and may be arranged around the student's school schedule.

All work must be performed during the District's regular office hours of **8:00 a.m. to 4:30 p.m.** Once a work schedule is established, the student will be expected to maintain a consistent schedule.

Compensation and Benefits

- **\$18.00 per hour**
- **Up to 15 hours per week**
- Earned sick leave
- Holiday pay prorated based on hours worked per week
- No other benefits are provided for this temporary internship position

What You'll Gain

As a Taos SWCD Student Intern, you will have the opportunity to:

- Develop real-world office and professional skills.
- Gain experience with data entry, databases, and records management.
- Learn about local natural resource conservation efforts.
- Participate in conservation projects and community events.
- Work alongside professionals in the natural resources field.
- Build experience that can support future education and career opportunities.

Please send a letter of interest and resume to Veronice Cortez, Administrative Coordinator at vcortez@taosswcd-nm.gov by October 12th, 2026 at 4:00 PM