

Environmental Management Intern

Environmental Management Department

Fayette County, Georgia

JOB SUMMARY

This seasonal internship position provides technical, analytical, and outreach support to the Environmental Management Department. The intern assists staff with stormwater program compliance, community outreach initiatives, project research, data analysis, and administrative support functions related to capital improvement projects, environmental permitting, and watershed protection programs. This position offers hands-on exposure to local government environmental operations, including regulatory compliance, public education, and infrastructure management.

MAJOR DUTIES

1. Assists with public education, outreach, and community engagement programs related to stormwater management, watershed protection, and sustainability initiatives.
2. Supports development of educational materials, website content, GIS maps, and presentations for civic groups, homeowners' associations, and County meetings.
3. Assists with research and preparation of policy briefs, technical summaries, and reports related to environmental regulations, sustainability practices, and federal/state permit requirements (including NPDES and watershed district requirements).
4. Provides support in tracking and responding to customer service inquiries related to environmental programs and development regulations.
5. Assists with data collection and analysis for stormwater, solid waste, and SPLOST capital improvement projects.
6. Supports project management staff with document organization, meeting minutes, communication logs, and report preparation.
7. Assists in field inspections of stormwater infrastructure and County projects, as appropriate.
8. Conducts research on grant opportunities and sustainability best practices applicable to County programs.

9. Performs other related duties as assigned.

KNOWLEDGE AND SKILLS

- Knowledge of environmental policy, sustainability principles, and local government operations.
 - Strong research and analytical skills, including the ability to interpret data and summarize findings clearly.
 - Skill in written and oral communication, including preparing outreach materials and presentations for diverse audiences.
 - Proficiency in Microsoft Office Suite; familiarity with GIS, data visualization, or policy analysis tools preferred.
 - Ability to explain technical information in a clear and understandable manner.
 - Strong organizational skills and attention to detail.
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SUPERVISORY CONTROLS

The Intern works under the direction of the Environmental Management Director or designee. Work is assigned in terms of general objectives and reviewed through meetings, reports, and completed assignments.

WORK ENVIRONMENT

Work is performed in both office and limited field settings. Field activities may include walking undeveloped property or inspecting stormwater infrastructure. Exposure to outdoor weather conditions may occur.

MINIMUM QUALIFICATIONS

- Current undergraduate or graduate student pursuing a degree in Environmental Economics and Management, Environmental Science, Public Policy, Sustainability, Civil Engineering, or related field.

- Strong interest in environmental compliance, public outreach, sustainability policy, or local government operations.
- Possession of or ability to obtain a valid State of Georgia driver's license preferred.