



DES

DEPARTMENT OF ENVIRONMENT AND SUSTAINABILITY



air quality



desert conservation
PROGRAM



sustainability

Clark County Department of Environment and Sustainability

BACKGROUND

The [Clark County Department of Environment and Sustainability](#) Air Quality Planning Section is seeking a motivated and detail-oriented Planning and Research Fellow to support air quality management programs. This part-time role offers hands-on experience in environmental data analysis, project coordination, and applied air quality research.

DEADLINES AND APPLYING

Please submit a resume via email to Olivia Holland, Administrative Specialist at Olivia.Holland@clarkcountynv.gov. Resumes will be accepted on a continuous basis now through **May 7, 2026**, at 5:00 p.m. with first resume reviews taking place on April 21, 2026. The most qualified applicants will receive an invitation to interview via email. The department intends to fill the position as soon as possible so interested applicants are encouraged to apply as soon as possible.

COMMITMENT

Fellows will be expected to commit approximately 20 hours per week for up to one year (1039 hours max). Fellows will report in-person three to five days per week during normal business hours.

COMPENSATION

Fellows will receive compensation of \$25/hour.

OFFICE LOCATION

4701 W. Russell Road, 2nd floor (Suite #200), Las Vegas, NV 89118.

LICENSING AND CERTIFICATION

A valid Nevada Class C Driver's License is required at time of employment.

BACKGROUND INVESTIGATION

Employment is contingent upon successful completion of a background investigation. Background investigations may be conducted periodically after employment.

PRE-EMPLOYMENT DRUG TESTING

Employment is contingent upon the results of a pre-employment drug examination.

CANDIDATE QUALIFICATIONS

- Current or recent graduate student and demonstrated interest in environmental studies, data analytics, atmospheric science, engineering, physics, chemistry, or a related field.
- Strong proficiency in Microsoft Excel, Word, and Outlook.
- Experience with Python, R, statistical tools and GIS is a plus.
- Excellent coordination and organizational skills.

PRIMARY RESPONSIBILITIES

This role emphasizes project coordination, dataset and meta-data organization, documentation, and analytical support for air quality studies and projects within a structured project management framework.

EXAMPLES OF DUTIES

- Coordinate project tasks, schedules and deliverables.
- Manage datasets and documentation for air quality studies.
- Ensure consistency and accuracy in technical work products.
- Produce data summaries and visualizations.
- Support scientific research tasks (pollutant behavior, meteorological trends).
- Develop project tracking methodologies.
- Conduct scientific literature reviews.
- Assist with general research, reporting, and documentation tasks.
- Collaborate with air quality planners, modelers, technical and administrative staff to ensure environmental projects remain organized, documented, and on schedule.