Rubenstein School of Environment and Natural Resources

University of Vermont

Perennial Summer Internship Program - 2016

Internship Title: Stewardship Assistant

Internship Site: The Nature Conservancy, Montpelier

Description: The Nature Conservancy’s mission is to protect the lands and waters on which all life depends. In Vermont, this is accomplished through the efforts of a dedicated team of staff working on a wide variety of land protection strategies. The Stewardship Assistant is based in Montpelier and will work directly with the Critical Lands Manager as well as with other staff and volunteers to advance conservation across the state. This person will perform primarily hands-on, outdoor field work, both as part of a team as well as independently to complete vital land stewardship tasks on natural areas throughout Vermont. In addition to field work, the Stewardship Assistant will also assist with office tasks such as mapping, data management, and reporting, with opportunities to work on special events or projects.

The Stewardship Assistant participates in all aspects of preserve operations, maintenance and management. This may include the following functions:

- Conduct monitoring visits to TNC preserves and lands under conservation easements and complete annual inspection reports.
- Schedule, coordinate and lead outdoor stewardship workdays with interns, individuals, and volunteer groups throughout Vermont.
- Maintain walking trails, signs, ledger boxes, kiosks, parking areas and property boundaries.
- Prepare for and follow up on stewardship workdays, including equipment maintenance and cleaning, record keeping and communicating with volunteers.
- Conduct basic GIS (Geographic Information Systems) mapping and data collection with GPS unit.

*Position involves travel across the state (vehicle provided) but is based in Montpelier, Vermont which is serviced by the CCTA Regional bus service. UVM students are able to use this service for free with a valid ID.*

Desired qualifications/skills/coursework:

Basic Qualifications

- Demonstrated ability to work independently and take initiative as well as be a team player.
- Ability and enthusiasm to do repetitive physical labor outdoors and to work some long days, or, rarely, evenings or weekends for special events.
- Field experience in natural science, land stewardship and/or related field.
- Ability to work with a diversity of volunteers, staff, community leaders and organizational partners.
- Computer literate, working knowledge of Microsoft programs.
- Valid driver’s license, clean driving record and ability to drive standard shift vehicle.
Required Knowledge and Skills

- Ability to perform physical work in inclement weather at remote locations, on difficult and hazardous terrain, and under physically demanding circumstances.
- Ability to follow instructions from colleagues.
- Experience doing light carpentry and/or trail work and using hand tools.
- Familiarity with Vermont flora and fauna; understanding of basic ecology; plant identification skills.

*Rubenstein students currently in their first year, sophomore and junior year are eligible to apply.*

Supervision:  Stewardship Assistant will be an integral part of the Stewardship Team and work both under direct supervision and independently. The supervisor for the position will be Lynn McNamara, Critical Lands Manager.

Start and End Dates:  Mid-May – Mid-August, 2016 (exact start/end dates are negotiable)

Total Hours:  20 hours/week, 12 weeks

Compensation: $12.50/hour. Earning internship credit through the Rubenstein School Internship Program is required.

How to apply:  Step by step application instructions are available on the Rubenstein Perennial Internship Program website. Applications are due by 4pm, Friday, January 29th, 2016 through Blackboard.