



Perennial Internship Program – Summer 2025

Internship Position Description

Internship Title: Stewardship Assistant

Internship Site: The Nature Conservancy, Poultney Field Office

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 conservation strategies aimed at addressing the twin crises of biodiversity loss and climate change. The Stewardship Assistant is based in Poultney and will work directly with the Stewardship Manager as well as with other staff and volunteers to advance conservation across the state. This person will primarily be involved with hands-on, outdoor field work (both as part of a team as well as independently) to complete land stewardship projects 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 natural area operations, maintenance, and management. This may include the following functions:

- Maintain and improve public access opportunities, including walking trails, signs, ledger boxes, kiosks, parking areas, and property boundaries
- Assist with monitoring and restoration of ecological functions within a wide variety of natural communities
- Provide support for outdoor workdays alongside a combination of other staff, partners, and volunteers
- Conduct legal monitoring visits to TNC preserves and lands under conservation easements and complete annual inspection reports
- Prepare for and follow up on stewardship workdays, including equipment maintenance and cleaning, record keeping, and outreach/communication
- Conduct basic GIS (Geographic Information Systems) mapping and data collection with GPS units

*Position involves travel across the state (work vehicle provided) but is based in Poultney, Vermont

Desired qualifications/skills/coursework*:

Basic Qualifications

- Demonstrated ability to work independently and take initiative as well as work effectively on a team
- Ability and enthusiasm to do repetitive physical labor outdoors and to work some long days, or (rarely) evenings/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
- Working knowledge of GIS and Microsoft programs

- Valid driver's license and safe driving record

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
- Familiarity with Vermont flora and fauna; understanding of basic ecology; plant identification skills

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 Murray McHugh, Stewardship Manager.

Start and End Dates: (Mid-May to Mid-August 2025 – exact start/end dates are negotiable)

Total Hours: (35 hours/week for 10 weeks)

Compensation: \$18/hour

How to apply:

Rubenstein students who will have completed their sophomore or junior year by summer 2025 are eligible to apply. Students graduating in May 2025 are not eligible to apply. Earning Independent Study or Internship credit through the Rubenstein Internship Program is required.

1. Click the following link to view the Rubenstein Perennial Internship Descriptions in Handshake:

<https://uvm.joinhandshake.com/employers/226837>

- If asked to log in: click "UVM Net ID Login" & login.
- Click the Favorite button to enable easier searches in the future.

2. Click "View All Jobs" in Jobs at Rubenstein Perennial Internship Program box on right side of page.

3. You should now see the Perennial Internship opportunities! Click "View Details" to learn more about each position.

- Please do take the time to carefully read each individual description so that you don't miss a great opportunity by judging an internship solely on its title.
- You may apply for up to **three** Perennial Internships.
- All applications are due by **11:59pm, on Friday, February 7th, 2025.**

4. You'll need to upload both required documents in Handshake before you can apply for any Perennial

Internship:

- Click on your name at top right of screen in Handshake
- Select Documents.

5. Please upload all documents as PDFs. The following are the required documents:

- Resume
- Cover Letter
 - You should write and upload a unique cover letter for each position to which you are applying.
 - In your cover letter, provide the name & contact information for at least one professional reference. This could be someone who supervised you in a past work/internship/volunteer position, or a professor or teacher, etc. The person listed should not be the person who completes your recommendation form.

6. In addition to the documents listed above, a **recommendation form will need to be completed by a Rubenstein faculty, graduate student, or staff member of your choosing**. When you ask your recommender if they are willing to complete the form to support your application, please provide your recommender:

- This link: [RECOMMENDATION FORM](#)
- Only one recommendation form needs to be completed regardless of how many Perennial Internships you are applying for.
- Your recommender will complete & submit this form online and then your recommendation will be confidentially added to your application(s). This recommendation form needs to be submitted by the February 7th, deadline.

7. Make sure that your resume and cover letter(s) are as strong as they can be! Utilize the resources around you:

- Get your resume and cover letter reviewed by a Career Counselor at the Career Center. You can check the Career Center's drop-in hours [here](#). The Career Center also offers a guide on building your resume available [here](#).
- Set up an appointment with one of Rubenstein's Career Coaches - [Emily LeForce](#) or [Cathy Shiga-Gattullo](#) - or with PIP Coordinator, [Sarah Mell](#). Sarah Mell will also be available on Wednesdays from 1pm-3pm for PIP Drop-ins! Just swing by Aiken 220 to connect!

8. If you are selected to interview for a Perennial Internship, you will be contacted by the site to set up an interview during late February to early March.

