



Perennial Internship Program – Summer 2025

Internship Position Description

Internship Title: Conservation Stewardship Intern

Internship Site: based at the Vermont Housing and Conservation Board offices in Montpelier. The intern will travel throughout the state and may work remotely for office responsibilities.

Description: Are you interested in travel? Do you want to explore and hike throughout Vermont, visiting some of the most important conserved natural areas in the state? Are you looking to apply your education to a real world setting, monitoring habitats to ensure protection, identifying and recording invasive species, monitoring properties to determine the effects of climate change on resources? VHCB holds approximately 170 conservation easements throughout the state that require annual monitoring. The intern will be responsible for conducting on-site and remote monitoring inspections of these properties. The VHCB Conservation Stewardship Director will supervise the intern, however they may work with other Conservation staff as needed. The position involves a combination of office and field work, and the candidate must be comfortable working independently outdoors in natural areas throughout the state of Vermont. The intern will monitor lands owned by The Nature Conservancy, State parks, forests and wildlife management areas, municipal parks and other conserved lands. A primary component of the office responsibilities will include monitoring parcels remotely using a GIS-based program for that part of the portfolio not visited. Other office responsibilities include, but are not limited to, processing field data, writing monitoring reports, GIS mapping, ArcPro geodatabase management, and work scheduling. The intern may work remotely or, when necessary, from the VHCB office in Montpelier. The technology needed to complete office work at home will be provided. The fieldwork component of the position requires travel throughout the state, for which a personal vehicle is required. The intern will be reimbursed for mileage, and for any travel over 100 miles per day VHCB will provide a rental vehicle. The student will check in multiple times per day when they are in the field via a satellite messenger to ensure their safety.

VHCB strives to make the internship an exciting, challenging experience for the student and introduce them to the diverse programs our organization offers. VHCB is an innovative state established organization that has worked since its inception in 1987 to develop a comprehensive approach to the development of affordable housing and the protection of Vermont's agricultural land, forest land, historic properties and important

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natural areas. The intern will have the opportunity to deepen their understanding of how local nonprofit housing and conservation organizations, towns, municipalities and state agencies work together to achieve these goals. The intern will be required to attend (remotely) one VHCB Board meeting, where both Housing and Conservation projects are submitted to the Board for funding consideration. The intern will also participate in the VHCB Americorp Day of Service, where they may choose from a variety of projects, either housing or conservation, to work with partner organizations to support local communities. Additionally, the intern will attend VHCB Conservation Team and VHCB staff meetings as appropriate to update staff on their work. The intern will also attend the VHCB staff retreat and will have the option to engage in a number of activities of their interest during the course of the day. These are all work events the intern will be compensated for attending.

Desired qualifications/skills/coursework*:

- The ability to work independently, maintain flexibility, be self-motivated and efficient while at the same time working within a supportive, team atmosphere in both an office and outdoor setting.
- The ability to identify, or the willingness to learn to identify, common invasive species and natural communities found in Vermont.
- The ability to engage in physically demanding work, in remote places, in sometimes difficult terrain and inclement weather. Some monitoring visits may be scheduled with staff from partner organizations such as The Nature Conservancy, Vermont Forest, Parks and Recreation or Fish and Wildlife, however the intern should be comfortable working alone outside. The intern must adhere to the check in policy with the Stewardship Director and all other safety protocols.
- Proficiency with technology, including the Microsoft Office suite.
- Field experience and coursework in natural science, land stewardship, forestry or other related field.
- Familiarity with GPS is highly desirable.
- Required: GIS coursework.

Supervision: The Stewardship Intern will be supervised by Isaac Bissell, VHCB Conservation Stewardship Director. The intern may work with other Conservation staff members on a variety of projects.

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

Total Hours: 40 hours/week for 12 weeks

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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:

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- 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.

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