Internship Title: Land Steward Intern

Internship Site: The Land Conservancy of New Jersey, 19 Boonton Avenue, Boonton New Jersey

Description: The Land Steward Intern will work with our Stewardship and Outreach Teams at The Land Conservancy of New Jersey’s Preserves. The internship will be located primarily at The Land Conservancy’s South Branch Preserve in Mt. Olive Township, Morris County, as well as our West Brook Preserve in West Milford Township, Passaic County. At South Branch Preserve, The Land Conservancy owns and manages 400 acres of land, including a 145-plot community garden, wildflower meadow, forest restoration site, trails and farm. The Land Steward Intern will be responsible for serving as the liaison between The Land Conservancy and our gardeners, assisting gardeners with the management of their plots and donations to the Food Pantry, upkeep of the materials for the kiosks at the Preserve, and maintenance of the trails and signage. The West Brook Preserve is The Land Conservancy’s newest addition to our natural land holdings and plans include a stewardship project to remove the existing culverts and restore the hydrological functioning of the stream and its watershed. The Land Steward Intern will work with our Stewardship Manager to oversee the project consultants on the restoration work, and design and construct a trail so the public may safely access the property. Additional responsibilities include completing baseline and monitoring reports on other Preserves owned by The Land Conservancy, property posting, trail maintenance and mapping, and assistance with projects through our municipal services and corporate volunteer programs (known as Partners for Greener Communities Program and Partners for Parks, respectively).

Desired qualifications/skills/coursework:

Applicants for the Land Steward Internship should have a genuine enthusiasm for the outdoors and the ability to work outdoors in typical summer weather conditions. Through hands-on work, the Intern will learn the fundamentals of land conservation and land stewardship. Individuals interested in pursuing careers in land conservation, planning, land stewardship, environmental studies, public administration, government, and policy are best suited for this position. Independent workers with organized and clear communication skills will excel in this position. Tree identification and GPS skills are a plus for the internship.

Supervision:

The Land Stewardship Intern will work closely with the Stewardship Manager and Vice President of Programs. The Vice President of Programs has over 15 years of experience working with our interns and overseeing The Land Conservancy’s internship program. Our Stewardship Manager is an experienced naturalist and is responsible for managing over 1,600 acres of land under ownership by The Land Conservancy.

Start and End Dates: Mid-May – Mid-August, 2018 (exact start/end dates are negotiable)

Total Hours: 20 hours/week, 12 weeks

Compensation: $12.50/hour

*Rubenstein students who will have completed their sophomore or junior year by May 2018 are eligible to apply. Rubenstein students can apply for up to 3 Perennial Internships. Earning internship credit through
the Rubenstein Internship Program will be required.*

How to apply

1. Click the following link to view the Rubenstein Perennial Internships in Handshake (https://uvm.joinhandshake.com/employers/226837)
   a. Make sure that you’re using the UVM Net ID Login button.
   b. If you have not logged into Handshake before, you will be prompted to complete your profile before viewing the Rubenstein Perennial Internships

2. Click the Favorite button to enable easier searches in the future

3. Click “View All Jobs” in Jobs at Rubenstein Perennial Internship Program box on right side of page

4. You should see 34 great internship opportunities! Click “View Details” to learn more about each position.
   a. Please do take the time to read through each individual description so that you don’t miss a great opportunity by judging an internship solely on its title.
   b. You may apply for up to three Perennial Internships
   c. All applications are due by midnight, Wednesday, January 31st, 2018

5. You’ll need to upload all required documents in Handshake in order to apply for any Perennial Internship:
   a. Click on your name at top right of screen in Handshake
   b. Select Documents

6. Please upload documents as pdfs whenever possible. The following are required documents:
   i. Resume
   ii. Cover Letter - You should write & upload unique cover letters for each position to which you’re applying.
   iii. Transcript - Login to your my uvm portal, click on the Registrar link, click Request Official Transcript by email, once received save it as a pdf and upload
   iv. Other Required Documents - Reference(s) & Position Ranking - in one document, please include & upload:
      1. Reference(s) – Provide name & contact information for at least one professional reference. This could be someone who supervised you in a past work/internship/volunteer position, a professor or teacher,
      2. Position Ranking - If you are applying for more than one Perennial Internship, provide a list of the positions in rank order.

7. In addition to the documents you’ll submit, a recommendation form needs to be completed by a Rubenstein faculty, graduate student or staff member of your choosing. Please provide your
recommender this link to the recommendation form when you ask if they are willing to complete the form to support your application.

a. Only one recommendation form needs to be completed regardless of how many Perennial Internships you’re applying for. This recommendation form needs to be completed by the January 31st deadline.

b. Your recommender will complete & submit this form online and then your recommendation will be confidentially added to your application(s).

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

a. The Rubenstein Stewards are great at reviewing resumes/cover letters and providing helpful feedback – stop by Aiken 219 and be sure check out their office hours.

b. Stop by Anna Smiles-Becker’s (Rubenstein Career Counselor & Internship Coordinator) office (Aiken 220G) to sign up for a resume/cover letter review appointment.

c. Visit the The Hub, 1st Floor Davis Center Mondays-Thursdays 10am-5pm, Fridays 10am-3pm.

9. A team of Rubenstein faculty and staff will be reviewing all submitted applications and forwarding materials onto each Perennial site. If you are selected to interview for a Perennial Internship, you will be contacted by the site to set up an interview during early-mid March.