Internship Title: Stormwater Management Field Researcher and Outreach Professional Perennial Intern

Internship Site: Northwest Regional Planning Commission (NRPC) in St. Albans, VT

Description: This position will work with NRPC staff to play a key role preparing municipalities and residents in Franklin and Grand Isle County counties for the new requirements of the Lake Champlain phosphorus reduction targets (TMDL) and Vermont Clean Water Act (Act 64). The NRPC Region is home to three areas of the Lake Champlain basin that continue to have challenging levels of phosphorus and other pollutants: St. Albans Bay, Lake Carmi and Missisquoi Bay watersheds. The primary tasks for the intern will include municipal infrastructure inventories and developing public educational and outreach materials on stormwater management (additional detail on tasks below). There may also be opportunities for the intern to provide support on additional projects in NRPC’s other programs such as updates to Town Plans, Hazard Mitigation Plans, and Bike and Pedestrian counts.

Primary Tasks:

- Conduct road erosion and culvert inventories in one or more communities; this task involves assessing conditions of town infrastructure and meet as needed with municipal staff.
- Assist in the development of content on stormwater management including green infrastructure practices (i.e. rain gardens, swales, etc.) for the Franklin County Stormwater Collaborative (www.fcsvt.org); task can range from writing up narrative to capturing video footage around the region during a rainstorm to explaining how stormwater best management practices work.
- Assist in the development of one or more workshops that will focus on increasing the public awareness of stormwater and practices property owners can implement at their home or business to mitigate stormwater impacts. Workshops currently under development include: best practices to reduce runoff from private driveways and the use of landscaping and native vegetation to encourage infiltration, filter runoff, and stabilize soils.

Desired qualifications/skills/coursework:

The NRPC seeks an intern who is detailed oriented and has the capacity to work effectively with little supervision. The intern should enjoy working in both an office environment and working independently in the field. This position requires that the student has successfully completed at least an introductory environmental sciences course (e.g., ENSC 1) with additional completion of environmental science-related coursework (water resources, soil ecology, soil science) desirable. The ideal candidate will have strong writing and computer skills including proficiency in Microsoft Word, social media platforms, and ESRI ArcGIS, as well as experience interacting and working with members of the public. The intern will need access to a personal vehicle for conducting fieldwork and will be reimbursed for mileage.

Supervision: The intern will be supervised by Amanda Holland, Regional Planner and Bethany Remmers, Assistant Director at the NRPC.

Start and End Dates: Mid-May – Mid-August, 2018 (exact start/end dates are negotiable)
Total Hours: Flexibility with hours, offering a minimum of 20 hours and up to 40 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.