

Rubenstein School of Environment and Natural Resources

University of Vermont

Perennial Summer Internship Program – 2020

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 Stewardship Coordinator 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 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:

- Provide support for, and occasionally lead, outdoor stewardship workdays with individual and group volunteers throughout Vermont.
- Maintain walking trails, signs, ledger boxes, kiosks, parking areas and property boundaries.
- Conduct 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 volunteer 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 Montpelier, Vermont which is serviced by the GMT Regional bus service. UVM students can use this service for free with a valid ID.

Eligibility: Rubenstein students who will have completed their sophomore or junior year by May 2020 are eligible to apply. Students graduating May 2020 are not eligible to apply.

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/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 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 Jack Markoski, Stewardship Coordinator.

Start and End Dates: Mid-May – Mid-August, 2020 (exact start/end dates are negotiable)

Total Hours: 20 hours/week, 12 weeks

Compensation: \$12.50/hour

How to apply:

1. Click the following link to view the [Rubenstein Perennial Internships in Handshake](https://uvm.joinhandshake.com/employers/226837)
<https://uvm.joinhandshake.com/employers/226837>
 - a. If asked to log in: click "UVM Net ID Login" & login.
 - b. 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 great Perennial 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 11:59pm, Wednesday, January 29th, 2020.
4. You'll need to upload all required documents in Handshake before you can apply for any Perennial Internship:
 - a. Click on your name at top right of screen in Handshake.
 - b. Select Documents.

5. Please upload documents as pdfs. The following are required documents:
 - i. Resume.
 - ii. Cover Letter - You should write & upload unique cover letters for each position to which you are applying to.
 - 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, etc. The person listed should **NOT** be the person also completing your recommendation form.
 2. Position Ranking - If you are applying for more than one Perennial Internship, provide a list of the positions in rank order.
6. In addition to the documents you will need to submit, a [recommendation form](#) 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 to the recommendation form](#)
 - a. Only one recommendation form needs to be completed regardless of how many Perennial Internships you are applying for.
 - b. 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 January 29th deadline.
7. 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 111.
 - b. Stop by the [Food, Environment & Sustainability Career Interest Group](#) Drop In Hours in the Career Center (204 Davis Center): Tuesdays, 10:30am – 12pm and Wednesdays, 1:30pm-3pm
 - c. Stop by Anna Smiles-Becker’s (Rubenstein Career Counselor & Internship Coordinator) office (Aiken 220G) to sign up for a resume/cover letter review appointment.
8. 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.

