Rubenstein School of Environment and Natural Resources

University of Vermont

Perennial Summer Internship Program - 2019

Internship Title: Preserve Stewardship & Forest Conservation Intern

Internship Site: The Nature Conservancy’s eastern New York preserves, based out of our Albany, NY office. The intern would be responsible for finding their own housing within reasonable commuting distance. There are numerous housing options in the city of Albany and the towns of Guilderland, Colonie and Schenectady (as well as more rural surrounding areas). Albany a great place to live, with a walkable downtown, and a variety of arts, entertainment and outdoor recreation activities.

Description: The Nature Conservancy manages a total of 42 nature preserves (approximately 10,000 acres) in eastern NY, spanning the Westchester County, mid-Hudson Valley, Catskill Mountain and Capital District regions (you can visit our preserve webpages here). The majority of time will be spent working in the Albany and Hudson Valley areas, with more infrequent work at preserves near Westchester County.

The chief responsibility of the Preserve Stewardship & Forest Conservation Intern will be to work as part of our eastern NY Stewardship Team, assisting the northern Preserve Stewardship Coordinator with preserve maintenance, management and enhancement projects. This primarily includes trail clearing, maintenance and construction, maintaining parking lots, walking/posting boundaries, conducting property inspections and interacting with the public. There will be opportunities to lead volunteer workdays, participate in/lead youth programs and assist with efforts to enhance our visitor management and interpretive experiences. The Forest Conservation and Stewardship Intern will spend a majority of the working hours outdoors in all weather conditions with minimal office time.

The intern will also assist with leading projects and workdays for the Conservancy’s LEAF program interns. LEAF interns are a group of high school students from cities across the country who spend four weeks working with our stewardship team.

The Preserve Stewardship & Forest Conservation Intern may also participate in forest inventory data collection, entry and analysis on various properties as party of the Conservancy’s Working Woodlands program in NY—which is focused on working with landowners to increase carbon sequestration in their forests. There may also be opportunities to work with TNC’s Forest Conservation and Stewardship Manager on other aspects of the Working Woodlands program, depending on project status and priorities.

Overall, the intern will spend approximately 80% of their time working outside in the field. There will be ample opportunities to learn new practical skills, take a leadership role in project planning and management and gain experience in the fields of conservation, preserve/visitor management and forestry.

Desired qualifications/skills/coursework:

- Experience with natural systems and working outdoors. Willingness to work outside, sometimes independently and/or in rough terrain or inclement weather, is required.
- Ability to recognize and ID common forest tree species (Dendrology or similar coursework preferred)
- Excellent communication skills, both verbally and in writing, and comfortable approaching and interacting with preserve visitors (customer service experience a plus)
• Experience operating various types of gardening, farming or outdoor tools, equipment or machinery (experience with various types of power tools is helpful, but not necessary)
• Experience with common computer software, such as word processing and spreadsheet applications (strong computer skills and experience with other applications such as GIS software is a plus).
• Ability to read and interpret maps, and orient one’s self in the field (some experience with compass navigation and using handheld GPS unit preferred)
• This position requires a driver’s license and a personal vehicle for travel to and from the office.

Supervision: The intern will be supervised primarily by Paul Gallery, Stewardship Coordinator based in the Albany, NY Office. Daily supervision may fluctuate between Marcella Maldonado (Mount Kisco, NY), Gabe Chapin (New Paltz, NY) and Paul Gallery depending on the tasks for that day.

Start and End Dates: Mid-May – Mid-August, 2019 (exact start/end dates are negotiable)

Total Hours: 28 hours (4 days) per week, 12 weeks. Hours may be flexible depending on weather, workload and intern availability, with potential opportunity to work up to 35 hours per week.

Compensation: $12.50/hour

*Rubenstein students who will have completed their sophomore or junior year by May 2019 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. 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 midnight, Wednesday, January 30th, 2019
4. 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
5. 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, etc
   
   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’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 30th deadline.

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

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 219.

   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.

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.