

Rubenstein School of Environment and Natural Resources

University of Vermont

Perennial Summer Internship Program – 2020

Internship Title: Stewardship/GIS Intern

Internship Site: Vermont Housing and Conservation Board, Montpelier

Description: The VHCB is an independent board of the state established in 1987 to provide funds for affordable housing and conservation projects. VHCB seeks a full-time summer intern to work in the land conservation side of the organization on a variety of stewardship tasks. VHCB holds or co-holds approximately 900 conservation easements throughout the state of Vermont. Of that number approximately 750 are co-held with various partners, including Vermont Land Trust, the Nature Conservancy, Upper Valley Land Trust and others. These co-held easements are typically monitored by our partners. In addition, we sole hold approximately 160 conservation easements that require VHCB monitoring. The intern will be responsible for conducting on site and remote monitoring inspections of the sole held properties. The VHCB Conservation Stewardship Coordinator will supervise the intern, however she/he may work with other Conservation staff as needed. The position is a combination of office and field work, and the candidate must be comfortable working independently outdoors in natural areas throughout the state of Vermont. A primary component of the office responsibilities will include a remote, GIS based, monitoring program for conservation easements. Other office responsibilities include, but are not limited to, processing field data, writing monitoring reports, GIS mapping, data management and work scheduling. A personal vehicle is required. The position requires travel throughout the state, but is based in Montpelier. For any travel over 100 miles per day, VHCB will provide a rental vehicle. For any travel under 100 miles, the intern may use their personal vehicle and be reimbursed for mileage. When monitoring properties in the Burlington/northern Vermont/Northeast Kingdom area, the intern will not be required to drive to the Montpelier office, however a strict daily check in policy is required to ensure the student has returned from the field safely. In the past interns have chosen to camp in various locations within the Green Mountain National Forest and other areas for more efficient use of their time. Additionally, a few easements are best accessed by canoe or kayak. Necessary equipment can be provided by the Stewardship Coordinator.

Specific job duties include:

- Utilizing resources that include USDA (NRCS) Geospatial Data Gateway, Vermont Center for Geographic Information and other geospatial data and imagery, the intern will utilize an ortho-imagery monitoring program for natural area conservation easements.
- Under the direction of the Conservation Stewardship Coordinator, the intern will prioritize properties that are eligible for remote monitoring.

- Conduct monitoring visits to VHCB sole held conservation easements and complete annual inspection reports.
- Schedule stewardship site visits with landowners throughout Vermont.
- Maintain conservation database, electronic files and archival documents.
- Conduct basic GIS (Geographic Information Systems) mapping and data collection using GAIA GPS and I pad.
- The intern will be invited to participate in policy development discussions and provide research support to staff. The intern may also participate in the underwriting of new conservation project funding requests.
- The intern may work on writing baseline documentation reports for new and existing conservation easements that includes a narrative description, maps, photographs and relevant legal documents.
- Interns will be invited to attend meetings/events from various VHCB Programs, including Housing, AmeriCorps, Farm and Forest Viability and Healthy and Lead Safe Homes. The intern will attend at least one VHCB Board Meeting.

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:

- 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 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 a daily check in policy with the Stewardship Coordinator.
- Computer literacy.
- 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 Mark Martin, VHCB Conservation Stewardship Coordinator. The intern may work with other Conservation staff members on a variety of projects.

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

Total Hours: 40 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.