Internship Title: Conservation Program Intern

Internship Site: Vermont Youth Conservation Corps, Richmond, VT

Description: The conservation program intern (CPI) position will involve roughly 50% computer/office work and 50% field work (this may change week to week). This position will assist VYCC in comprehensive data management and provide field support for watershed and conservation projects. The CPI will also assist with watershed specific training and education initiatives throughout the field season. The CPI will be expected to work at the VYCC office in Richmond, VT and travel throughout the state of Vermont (VYCC will provide transportation from the office to project sites).

Specific duties include;

- Data analysis, entry and recording, field analysis of watershed projects and participation in implementation of watershed projects, and on-site project quality control. For example, the CPI will be responsible for ensuring a tree planting project is completed in specific locations and with proper methods as well as ensuring accurate data collection and reporting (such as acres of land improved, linear feet of waterways improved, number/type of trees planted). Conservation and watershed projects include: trail construction and maintenance, riparian restorations, erosion mitigation, green storm-water infrastructure, and storm water outfall assessments.

- Development and delivery of environmental science curriculum to members. The CPI will help to create useful and engaging curriculum to deliver at trainings and in the field to help support an understanding of conservation and watershed science and foster a connection with the land. CPI will also assist in establishing a data collection methodology to capture outcomes of trainings and share findings with larger audiences outside of the organization (UVM, Vermont DEC, Champlain SEA Grant, etc.).

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: Clean driving record, experience working as part of a team, excellent communication skills, and flexibility with work hours, ability to lift at least 50 pounds, hike on steep terrain, competent with technology and computer programs, and complete physically demanding work. Desired coursework includes: natural resources, mathematics, ecology, environmental science, environmental education, and forestry.

Supervision: The CPI will be supervised by the VYCC watershed program manager and also work directly with members of the conservation program.

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.