

Rubenstein School of Environment and Natural Resources

University of Vermont

Perennial Summer Internship Program - 2021

Internship Title: Stewardship/GIS Intern

Internship Site: Vermont Housing and Conservation Board, Montpelier

Description: VHCB holds approximately 160 conservation easements that require monitoring. The intern will be responsible for conducting on site and remote monitoring inspections of these 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. The intern will be monitoring lands owned by the Nature Conservancy, State parks, forests and wildlife management areas, municipal parks and other conserved lands. A primary component of the office responsibilities will include a remote, GIS based, monitoring program for that part of the portfolio not visited. 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.

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.

Rubenstein students currently in their sophomore and junior years are eligible to apply. Seniors graduating in May 2021 are not eligible to apply. Earning Independent Study or Internship credit through the Rubenstein Internship Program is required. Due to possible restrictions related to the ongoing COVID-19 pandemic, Perennial Internships may happen as described, be modified or canceled.

Supervision: The Stewardship Intern will be supervised by Mark Martin, VHCBC 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, 2021 (exact start/end dates are negotiable)

Total Hours: 40 hours/week, 12 weeks

Compensation: \$13/hour

How to apply: Step-by-step instructions. Please follow them closely.

- 1) Click the following link to view the Rubenstein Perennial Internship Descriptions 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 carefully read 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, February 17th, 2021.
- 4) You’ll need to upload both 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:
 - a) Resume
 - b) Cover Letter
 - i) You should write and upload unique cover letters for each position to which you are applying.
 - ii) In your cover letter, 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.
- 6) In addition to the documents listed above, a [recommendation form](#) will need to be completed by a Rubenstein faculty, graduate student or staff member of your choosing.
 - a) 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](#)
 - b) Only one recommendation form needs to be completed regardless of how many Perennial Internships you are applying for.
 - c) 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 February 17th 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. Email the Stewards to schedule an appointment after the start of the semester: RSENRStewards@uvm.edu
 - b) Get your resume and cover letter reviewed by a Career Counselor at the Career Center. [You can learn more here about how to schedule an appointment.](#)
 - c) Sign up for a resume/cover letter review appointment with Anna Smiles-Becker (Rubenstein Career Counselor & Internship Coordinator) using [Navigate](#).

- 8) 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.