Internship Title: Conservation Stewardship Intern

Internship Site: Vermont River Conservancy (office in Montpelier, conserved lands statewide)

Description: The Vermont River Conservancy seeks a Conservation Stewardship Intern to conduct a broad range of stewardship and easement monitoring duties. This summer internship offers a chance to become intimately familiar with conservation and land trust work through conservation easements, baseline documentation reports, easement monitoring and reporting, landowner communications, public access site management, mapping, and exploring Vermont’s beautiful river lands.

The Vermont River Conservancy is a state-wide land trust that protects special land along Vermont’s waters, specifically protecting public access to rivers, waterfalls, gorges and swimming holes, and protecting floodplains and river corridors for flood resiliency, water quality and wildlife habitat.

Responsibilities: Monitoring conserved easement properties and greeting swimming hole visitors. Working closely with the Vermont River Conservancy Assistant Director, duties include calling landowners, working with and recruiting volunteer land stewards, walking boundary lines of properties and riparian buffer areas, installing signs, checking for encroachments or apparent violations to the terms of the conservation easement, documenting visits with notes and photos, welcoming visitors and encouraging approved behavior at popular swimming holes, and recording visit data in our database and stewardship files. Visit preparation includes thorough review of baseline documentation reports, management plans and conservation easements. Office work includes completion and filing of easement monitoring reports, entering monitoring data into database, and discussing any areas of concern or special interest with supervisor. Additional responsibilities may involve assisting VRC staff with outreach, social media communications, fundraising support, event planning, and related support – we value teamwork in our small, high-spirited, and collaborative office.

Desired qualifications/skills/coursework: Motivated, detail-oriented, outgoing individual currently working toward a degree in a natural resources or related field. Candidate must be comfortable in outdoor settings and have an interest in land management. Excellent writing and communication skills are essential. The ideal candidate will enjoy being outdoors, engaging with landowners and public visitors in a friendly and respectful manner, able to walk up to 3 miles/day through densely vegetated, rough terrain including off-trail navigation, perform daily tick checks, and carry up to 20 pounds. Excellent communication, self-management, task follow-through and attention to detail required. Intern must have a reliable car.

Supervision: Lydia Menendez Parker (VRC Assistant Director) will provide direct mentorship and supervision throughout the 12 week internship. She has 12+ years’ experience supervising UVM LANDS crews, summer interns, and VRC staff. Training and orientation is extensive, supervision includes weekly check-ins and daily communication as the intern and supervisor share an office and communicate frequently, mentorship includes learning about land trust background history, current legal tools, VT partners and stakeholders, and non-profit operations.
Start and End Dates: Mid-May – Mid-August, 2019 (exact start/end dates are negotiable)

Total Hours: 35-40 hours/week, 12 weeks (420 – 460 hours total, flexible schedule, some weekend days required)

Compensation: $12.50/hour + mileage reimbursement for work related travel. Intern must have a reliable car.

*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.