



## CONSERVATIONIST INTERNSHIP JOB ANNOUNCEMENT

Location:	Portland, OR
Period of Employment:	Approximately 6 months (April – September)
Pay:	\$15.34 / hour
Work hours:	Average of 20 hours per week, 2-3 days per week, 9:00 am to 5:30 pm (start and end times somewhat flexible), M-F, with occasional voluntary evening and weekend hours.
Two positions available:	1) Field Conservationist Intern, and 2) GIS & Field Conservationist Intern
<b>Application deadline:</b>	<b>Monday, January 28, 2019 by 5:00 pm</b>

### General Summary

West Multnomah Soil & Water Conservation District (“District”) is hiring two adult (18+ years old) temporary, at will, non-exempt, part-time Conservationist Interns for spring through fall of 2019. Ideally, both interns will start in early April and work through September, with the possibility of extension into October. These six-month internships are designed to provide experience and learning opportunities in the areas of field monitoring, invasive species management, habitat restoration, water quality data collection, stormwater management, forest stewardship, agricultural best management practices on private land, and Geographic Information Systems (GIS) mapping. The District is committed to racial diversity, equity, and inclusion throughout our organization; therefore, interns will be provided with equity training and are welcome to participate in the District’s diversity, equity and inclusion work.

One position, the Field Conservationist Intern will not require GIS experience. The other position, the GIS & Field Conservationist Intern will require GIS experience as part of the minimum qualifications. Interested applicants may apply for one or both positions. In the interest of providing this opportunity to as many people as possible, past interns will not be eligible for re-hire for the internship position.

The ideal candidate will have:

- Passion for the District’s mission to conserve and protect soil and water resources for people, wildlife, and the environment.
- Motivation to help with conservation projects on private farm, forest, and urban lands working closely with other District staff as well as working independently on specific projects.
- An enthusiasm to interact with historically underrepresented communities and individuals in a welcoming and respectful way.

### Primary Duties and Responsibilities

Interns are highly important to permanent staff who depend on their support for completing tasks and projects. The position is a mix of field work and indoor office work. The first month of the internship is mainly spent surveying and treating priority invasive weeds (including use of herbicides). Other field work in early summer and early fall includes monitoring native and invasive vegetation, field site visits, and GPS and water quality data collection. This work occurs on farm, forest, and urban lands. In mid-summer and fall, indoor office work is more common, and includes data entry, mapping with ArcGIS, and special projects and planning involving the natural resource management issues listed above. The District provides opportunities for interns to learn as they go or to self-teach in order to advance their pre-existing skills to a higher level.

### Opportunities

To support our interns’ professional development, the District prioritizes providing training, networking opportunities, resume-building experiences, and opportunities to take on projects that build upon the interns’ interests. The goal of this internship is to provide valuable, entry-level experience to candidates who may be beginning or transitioning to careers in natural resources and conservation. Many past interns have gone on to find local positions in the field of conservation and restoration, or continued their education. The District is committed to providing flexibility in scheduling and other accommodation where possible, to allow ideal candidates to fulfill requirements of the positions.

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### Job Duration and Schedule

The internships will begin approximately April 1, 2019 and end no earlier than September 27, 2019 with overall hours worked not to exceed 600 hours per intern. Some flexibility will be allowed for starting and ending dates to accommodate the candidate's schedule. Most work weeks will be comprised of 2-3 full days (8 hours each) for an average of 20 hours per week. Occasional evening and weekend work may be an option for special events.

### Minimum Qualifications for BOTH positions: (Required to be eligible for either Intern position)

1. Experience with plant identification – Qualified candidates will have achieved **one or more** of the following benchmarks:
  - Able to recognize and name many of the common trees, shrubs, and invasive species in the Portland region.
  - Training in the use of plant identification resources such as field guides, dichotomous keys, and credible websites (e.g. oregonflora.org).
  - Knowledge of external plant anatomy and the associated terminology.
2. Competent in the use of Microsoft Word and Excel software (or similar) - Qualified candidates must have **both** of the following skillsets:
  - Entering data and creating graphs using MS Excel or similar software.
  - Composing documents incorporating text, pictures, and tables using MS Word or similar software.
3. Willingness to work with and apply herbicides under the supervision of a licensed herbicide applicator. If hired, this requires applying for an Oregon Department of Agriculture "Public Directly Supervised Trainee" pesticide applicator license. No exam is required to obtain this license, which is paid for by the District.

### Additional Minimum Qualification for the GIS & Field Conservationist Intern position ONLY

4. Competent at using ArcGIS mapping software - Qualified candidates must have **both** of the following skill sets:
  - Importing, creating, and editing both spatial and attribute data in ArcGIS.
  - Creating readable maps incorporating basic cartography elements such as clear symbology, labels, keys and scale references.

### Preferred Qualifications (Preference will be given for those who demonstrate the following)

- Recent graduates (within the last 24 months) or active students working toward a vocational, Associate's degree or greater with course work in natural sciences, environmental education, natural resource management, soils, water quality, agriculture sciences, or a related discipline.
- Individuals who have participated in an environmental workforce development program such as AmeriCorps, VERDE, Wisdom Workforce, or Northwest Youth Corps.

### Desired Experience, Abilities and Attributes

- Experience collecting field data and maintaining field notes.
- Good oral and written communication skills.
- Maintains positive, cooperative relationships with others and conducts work in a professional manner.
- Ability to work closely with other staff in the field and in the office as well as work independently on projects.
- Experience interacting with historically underrepresented communities and/or individuals in a welcoming and respectful way.

### Other Duties and Responsibilities

- Meets regularly with Internship Program Supervisor.
- Assists with landowner outreach and assists in writing conservation plans.
- Assists with educational activities to inform the public on natural resource conservation issues. This may include public speaking at workshops, seminars, fairs, tabling events, and conventions.
- Communicates and works directly with property owners, operators, and contractors through face-to-face contact, telephone, written, or email correspondence.

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### Job Conditions

- The positions work both in the field (~ 60% of the time) and in the office (~ 40% of the time).
- The fieldwork will include working in and around such locations as urban areas, farms, and working forests; rivers, streams, and ponds; properties with dense, thorny vegetation; and other areas with steep, slippery, muddy, rocky, or other hazardous terrain. Occasional interactions with farm animals and pets occur while in the field.
- The office work may include working at a desk; using a computer; or working or standing at a table.
- Travel in a District vehicle is required to field sites, workshops, meetings and training sessions. If you possess a valid driver's license, you may occasionally be asked to drive a District vehicle or a personal vehicle (mileage will be reimbursed). A driver's license is not required for either internship position.
- Physical exertion is required, such as walking and using or carrying technical or power equipment and hand tools.

### Compensation

Base pay is \$15.34 per hour. Expenses incurred for required job functions, including mileage accrued using a personal vehicle and a \$25 per month stipend for use of a personal phone for data collection will be reimbursable. TriMet reimbursement is available for public transit commuters and bike parking is available for cyclists. Costs associated with trainings that are related to the position may be covered with pre-approval by the Internship Supervisor.

### How to Apply

Please visit <https://wmswcd.org/2019-internships-job-announcement/> to find the link to apply. Applicants will be required to fill out a brief online eligibility checklist and will then be prompted to upload a cover letter (maximum length of ONE page) and resume (maximum length of TWO pages). In the cover letter and resume, applicants will describe how education, experience, talents and interests qualify them as a good candidate for the position(s). Address the Minimum and Preferred Qualifications and Desired Experience, Abilities and Attributes for optimal consideration for an interview.

Applications must be **submitted** by the application deadline, **5:00 pm, January 28, 2019**.

Applicants are eligible for Veteran's Preference when applying with West Multnomah Soil & Water Conservation District in accordance with Oregon Revised Statutes (ORS) 408.225, 408.230 and 408.235; and Oregon Administrative Rules (OAR) 105-040-0010 and 105-040-0015. For more information on required materials to submit, please see our Veteran's Preference Policy <https://wmswcd.org/library/veterans-hiring-promotion-policy-pdf/>.

### Diversity, Equity and Inclusion

West Multnomah Soil & Water Conservation District does not discriminate based on any class or identity including age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, and veteran status. The District is an equal opportunity employer and service provider. The District makes reasonable accommodations for persons with disabilities and special needs so as to provide access to district events, materials and services.

West Multnomah Soil & Water Conservation District is committed to racial diversity, equity, and inclusion throughout our organization: in those we serve, in our workforce composition, through the contractors we hire, and in those that benefit from our work. We welcome and encourage applications from people of color.

To better meet our equity goals and eliminate unconscious bias in the hiring process, the District has elected to redact some personal information from submitted materials that will be reviewed by the selection team including name, address and links to social media accounts.

For complaints about discrimination, harassment, inequitable treatment and access to district events, materials and services, email [info@wmswcd.org](mailto:info@wmswcd.org) or call 503.238.4775.

### Questions

For questions about the application process, or to request an accommodation so as to access and participate in this recruitment, contact Office Manager Randi Razalenti at [hiring@wmswcd.org](mailto:hiring@wmswcd.org) or call (503) 238-4775, ext. 100.

For questions about the internship positions, contact the Internship Supervisor Laura Taylor at [internship@wmswcd.org](mailto:internship@wmswcd.org) or call (503) 238-4775, ext. 112.