

## FIELD CONSERVATION INTERNSHIP JOB DESCRIPTION



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Location:	Remotely from home   Field sites in west Multnomah County and Sauvie Island
Period of Employment:	Approximately 6 months (April - Sept)
Pay:	\$17.00/hour
Work hours:	9:00 am to 5:30 pm
Work Week:	Monday-Friday, Average of 20 hours per week. Some weekends.

### General Summary

West Multnomah Soil & Water Conservation District (WMSWCD) has hired one temporary, at will, non-exempt, part-time Field Conservation Intern for spring through fall of 2021. This six-month internship is designed to provide support to WMSWCD and experience in the areas of field monitoring, invasive species management, habitat restoration, water quality data collection, stormwater management, forest stewardship and agricultural best management practices on private land. The position is a mix of field and regular office work, with a majority of work in spring and late summer through early fall occurring outdoors and a midsummer period where indoor office work is more common. Field work includes GPS and water quality data collection, invasive and native plant inventories, weed control (including use of herbicides), and monitoring in the form of vegetation and forest structure surveys. Office work involves data entry, administrative tasks, special projects and planning involving the natural resource management issues listed above. A strong foundation in plant identification and field data collection, and the ability to enter and manipulate data and write technical reports using Microsoft Excel and Word software are essential qualifications for this position.

### Job Duration and Schedule

The internship will begin on April 1, 2021 and end in late September to mid October, 2021 with overall hours worked not to exceed 599 hours. Most work weeks will be comprised of 2-3 full days (8 hours each) for an average of 20 hours per week. Schedules may vary slightly based on workloads and the needs of the intern.

### Essential Functions of the Job

- Monitoring native and invasive plants and assisting with other field site visits
- Surveying, mobile data collection, and treating priority invasive weeds (including use of herbicides)
- Data entry and analysis, making graphs, and writing reports
- Communicating and working directly with staff, the public, property owners, and contractors through face-to-face contact, telephone, written, or email correspondence

### Other Duties and Responsibilities

- Meets regularly with Internship Program Supervisor for mentorship, training, and to check in on goals
- Collects GPS, water quality, and forestry data
- Assists with writing conservation plans and completing special projects related to the intern's professional interests
- Assists with outreach and educational activities to inform the public on natural resource conservation issues

### Eligibility Requirements

- Adults (18+ years old)
- Due to COVID-19, our office is closed for now and staff is working from home for the foreseeable future, however; this is subject to change. Office work will be conducted remotely for an undetermined length of time. A space to conduct office work remotely is required. Those who can provide a computer and internet access may be eligible for a monthly stipend. Those who cannot will be provided with a laptop and/or internet at the District's expense.
- Due to COVID-19, a valid driver's license is required. Interns must either be a) comfortable using their own vehicle

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and being reimbursed for mileage or b) consent to and pass a motor vehicle report (paid for by the District) in advance of using a District vehicle, to independently travel to field sites, workshops, meetings and trainings.

- Due to COVID-19, employees must wear a mask when interacting face-to-face with staff, the public, property owners, and contractors, and when using a District vehicle.

### **Required Skills and Abilities**

- Experience in plant identification.
- Proficient with Microsoft Word and Excel software.
- Able to work outdoors under a range of conditions and terrain and able to lift up to 17 pounds
- Willingness to work with and apply herbicides under the supervision of a licensed herbicide applicator. This requires applying for an Oregon Department of Agriculture “Public Directly Supervised Trainee” pesticide applicator license.

### **Desirable Additional Experience, Abilities, and Attributes**

- Participation in an environmental workforce development program (such as Green Jobs Program, VERDE, Wisdom Workforce, Greenspaces Restoration and Urban Naturalist Team/GRUNT, TALON, or Northwest Youth Corps)
- Active students working toward a vocational or associates degree with an interest in natural sciences, natural resource management, environmental education, or other related field
- Personal and/or professional experience engaging with underrepresented communities and/or individuals in a welcoming and respectful way, and support of diversity, equity & inclusion practices
- 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

### **Job Conditions**

- The position will work in the field approximately 60% of the time, and in the office 40% of the time.
- The fieldwork includes working in and around such locations as urban areas, farms, and working forests; streams and ponds; properties with dense, thorny vegetation; steep slopes, and other hazardous terrain, and applying herbicides. Herbicide application will include training and supervision by staff who will be working alongside the intern. Occasional interactions with farm animals and pets may occur while in the field.
- Physical exertion is required, such as walking and carrying equipment and tools weighing up to 17 pounds.
- The office and outreach work includes working at a desk, using a computer, and working or standing at a table.
- Travel in a personal or District vehicle is required to field sites, workshops, meetings and training sessions.

### **Compensation**

Base pay is \$17.00 per hour. Positions are at-will and non-exempt. The District will pay for any required training and licenses. Use of a personal vehicle, phone, computer, or internet is not required, but if such use occurs, certain expenses are eligible for reimbursement. TriMet reimbursement is available for public transit commuters and bike parking is available for cyclists when our office is open.

*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 Black, Indigenous, and people of color.*

*If you have requests for accommodations or complaints about discrimination, harassment, inequitable treatment, lack of*

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*access to District events, materials or services, or for any questions at all, please contact us [info@wmswcd.org](mailto:info@wmswcd.org) or call 503.238.4775.*