



## **CONSERVATION INTERNSHIPS JOB ANNOUNCEMENT**

<b>Two positions available:</b>	<b>1) Field Conservation Intern, and 2) GIS &amp; Field Conservation Intern</b>
<b>Location:</b>	3236 S. Kelly Ave., Suite 200, Portland, Oregon 97239
<b>Period of Employment:</b>	Seasonal position, approximately 6 months: April 7 <sup>th</sup> – October 17 <sup>th</sup> , 2025
<b>Pay:</b>	\$20.38/hour
<b>Work hours:</b>	Part-time, alternating weekly schedule of two and three 8-hour days (40 hours every 2 weeks), 8:30am to 5:00pm (times somewhat flexible). Mon-Fri, with occasional optional evening and weekend hours
<b>Application deadline:</b>	<b>Monday, January 13<sup>th</sup>, 2025 by 5:00 pm (PST)</b>

### **General Summary**

West Multnomah Soil & Water Conservation District (“District”) is hiring two adult (18+ years old) temporary, part-time Conservation Interns for spring through fall of 2025. Work is both in the field primarily within our District service area, and at our office in S. Portland. Conservation Interns will contribute to our programs and projects and receive mentorship, hands-on field experience, and opportunities to learn more about natural resource conservation through caring for and giving to the land on private properties. We are looking for people with a desire to work outdoors; educate constituents; actively improve our air and water quality, fish and wildlife habitat, and soil health; and an ability to work as part of a dynamic team of dedicated and compassionate professionals.

### **Who We Are**

The West Multnomah Soil & Water Conservation District is a publicly funded special district whose mission is to provide resources, information, and expertise to inspire people to actively improve air and water quality, fish and wildlife habitat, and soil health. We partner with many organizations and individuals, including residents and private landowners to accomplish our mission in our [service area](#). Our services include assisting land-managers with invasive weed management, wildlife habitat and stream restoration, financial assistance for conservation projects and community partners, establishing school and community gardens, workshops, and conservation planning for healthy forests, farms, streams, and soil.

### **Diversity, Equity and Inclusion**

Staff and board strive to build and sustain an inclusive environment that embraces and values diversity and fosters fairness, equity, inclusion and belonging. Interns are expected to contribute to an inclusive environment with staff and constituents and are invited to participate in equity training and explore issues and opportunities through the District’s diversity, equity, and inclusion (DEI) committee.

*Candidates from diverse backgrounds are encouraged to apply. We are most interested in finding a candidate who will succeed in this role, and understand that all candidates may not have experiences that seem to meet the listed Minimum and Desired qualifications. Your work, education and lived/personal experiences may still count towards these qualifications. If you are excited about this position, we encourage you to apply.*



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### **Primary Duties and Responsibilities**

- Survey, collect field data, and treat priority invasive weeds (including hand-pulling and use of herbicides), especially for Garlic mustard (*Alliaria petiolata*) throughout the critical field season of April through June
- Monitor native and invasive plants at various project sites, especially for native plant cover and survival throughout the spring and fall seasons
- Monitor for tree health at various project sites after learning to identify priority invasive pests and signs of infestation; includes deployment and regular inspection of insect traps from May to September
- Perform data entry and analysis, make graphs, and write or contribute to articles, summaries and reports
- Create maps with ArcGIS or similar software (for the GIS & Field Conservation Intern only)
- Communicate effectively and respectfully and work directly with staff, the public, property owners, and contractors through face-to-face contact, phone, and email or other written communications
- Balance multiple tasks, routinely communicate work progress, and meet regularly with Internship Program Supervisor for mentorship, professional development and support

### **Secondary Duties and Responsibilities**

- Collect additional field data, such as water quality and forest measurements (includes using GPS, apps on mobile devices, and other specialized field equipment)
- Assist with outreach and educational activities to inform the public on natural resource conservation issues, services, and support collaborations with local partners
- Assist individual staff with special projects (opportunities may include drafting conservation plans, assisting with implementation of conservation practices, involvement in DEI initiatives and strategies, and helping prepare education and outreach materials)
- Participate in educational workshops, tours, independent trainings and potential customized projects based on professional interests and/or intersection with the District's goals
- Other duties as assigned, based on the needs of the organization

### **Minimum Qualifications for BOTH positions (required to be eligible for either Conservation Intern position; experience level in 1&2 used in evaluating and ranking applicants)**

1. Experienced with plant identification: Proficient in recognizing and naming common plants of the Pacific Northwest, trained in the use of plant identification resources, knowledgeable of plant anatomy and/or traditional ecological knowledge of plants and first foods
2. Skilled in the use of Microsoft Excel and Word software (or similar): Ability to enter data, create graphs and compose written documents incorporating text, pictures, and tables
3. Ability to work outdoors under a range of conditions and terrain with or without reasonable accommodations
4. Willingness to work outside in inclement weather and on rough terrain, hand-pull weeds and work with and apply herbicides (using hand-operated sprayers) alongside licensed District staff members -- after being provided training and obtaining a trainee license.



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

5. Proficient in ArcGIS mapping software: Ability to import, create, and edit both spatial and attribute data in ArcGIS (ArcMap, ArcPro or QGIS) and to create readable maps that incorporate clear symbology and basic cartography elements such as labels, keys and scale references

### **Desired Experience, Abilities, and Attributes (also used in evaluating and ranking applicants)**

- Previous participation in an environmental workforce development program (such as, but not limited to: Green Jobs Internship and Training Program, Verde, Wisdom Workforce, Blueprint Foundation/Connecting Canopies, Friends of Tryon Interns, Greenspaces Restoration and Urban Naturalist Team/TNT, TALON, POIC or Northwest Youth Corps)
- Active enrollment in a vocational/trade or associates degree program with a demonstrated interest in natural sciences, natural resource management, environmental education, or another related field
- Personal and professional commitment to diversity, equity and inclusion, including exploration of power and privilege, a willingness to self-reflect, and experience engaging with marginalized communities and individuals in a welcoming and respectful manner
- Experience collecting field data and maintaining field notes
- Proven ability to maintain positive, cooperative relationships with others, and to conduct work in a professional manner

### **Job Conditions**

- Both positions involve work in the field approximately 60% of the time, and office work approximately 40% of the time (dependent on field work needs and conditions). Work outdoors is in a range of weather and terrain conditions. Outdoor work may occur in and around urban areas, working forests, , farms, farm animals and pets, water bodies, land with steep and slippery slopes, dense and thorny vegetation or other hazardous terrain. Potential physical hazards include stinging insects, high summer temperatures, pollen, poor air quality, use of various tools, kayaking and boating, and applying herbicides.
- Interns are provided stringent safety protocols that mirror OSHA guidelines surrounding [heat](#), [air quality](#), and other listed hazards to ensure that our workers are not exposed to dangerous conditions either in the office and/or the field – interns are expected to adhere to these safety practices to reduce risk of harm to self and others, and will be provided safety trainings for the use of equipment (i.e., herbicide applicators, epi-pens, kayaks, etc.) and as relevant work conditions necessitate.
- Physical exertion is commonly required for field tasks, such as hiking outdoors and carrying equipment and tools. Interns are expected to lift and carry up to 30 lbs.
- Interns may need to transport themselves and field equipment throughout the day in an efficient and timely manner to and from and/or between conservation project sites. Sites in the rural West Hills and on Sauvie Island can be 20 miles or more from our office in S. Portland. Possession of a valid driver's license is very helpful and strongly preferred, and a District vehicle may be provided when available (once the results of a motor vehicle report are determined to be satisfactory). Miles driven for work in a personal vehicle can be reimbursed if a District vehicle is unavailable.



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### Compensation & Benefits

Pay is \$20.38 per hour. Holiday pay and sick leave are provided on a pro-rated basis (but not health, retirement and other benefits available to permanent employees). The District will pay for any required training and licenses, such as a trainee pesticide applicator license. Use of a personal vehicle, phone, computer, or internet is not required (but if such use becomes necessary or beneficial, certain related expenses may be eligible for reimbursement).

### Hiring Timeline

Below is the anticipated hiring schedule (**which is subject to change**):

- Interview Scheduling: February 10<sup>th</sup>, 2025
- Interviews: February 20<sup>th</sup> and February 21<sup>st</sup>, 2025
- Target Start Date: April 7<sup>th</sup>, 2025

### How to Apply

Interested applicants may apply for one or both Conservation Intern positions. Past WMSWCD interns are not eligible for re-hire for this internship, though interns from partner agencies and workforce development groups are eligible. Applications must be **submitted** by the application deadline, **5:00 pm (PST), January 13<sup>th</sup>, 2025**.

- Fill out a brief eligibility checklist through our [online form](#).
- If you meet all the requirements, you will be prompted to **upload a PDF** of your cover letter (*maximum length of ONE page*) and resume (*maximum length of TWO pages*).
- In your cover letter and resume, discuss or give examples of how your personal, professional and/or school experiences have provided you with each of the Minimum Qualifications and Desired Experience, Abilities, and Attributes; and prepared you for the Primary and Secondary Duties and Responsibilities, as described above. For example, outline your experience doing field work and data collection, your personal and professional commitment to DEI, and any examples of your skills in communication and teamwork.
- Applicants are eligible for Veterans' Preference when applying for a position with West Multnomah Soil & Water Conservation District. For details on required materials to submit, see our [Veterans' Preference Policy](#).

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### Helpful Tips

- Read all instructions, job duties, and desired experiences carefully and thoroughly respond (especially regarding those on which you will be scored).
- Allow yourself plenty of time to complete and submit your resume and cover letter.
- Save a copy of the job announcement for your reference, as it may not be available for you to view after the job posting closes.



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### **District Redaction of Your Application Materials**

In pursuit of our equity goals and to reduce the potential for unconscious bias, a District representative will redact certain personal information from submitted application materials before evaluation by the review team. Redacted information includes name, pronouns, contact information, links to social media accounts and personal websites/webpages, photographs, graduation dates and names of schools. Degrees obtained and number of years attended will be retained for review (however, dates of attendance will be excluded).

### **Anti-Discrimination**

The District is an equal opportunity employer and service provider. The 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.

### **Terms of Employment**

Consistent with Oregon law, either an employee or employer (in this case the District), can terminate employment without notice and without cause.

### **Questions**

For questions about the application process, or to request an accommodation to access and participate in this recruitment, email [hireing@wmswcd.org](mailto:hireing@wmswcd.org) or call (503) 238-4775, ext. 100 and leave a voicemail message with your name, phone number and inquiry.