

Rubenstein School of Environment and Natural Resources

University of Vermont

Perennial Summer Internship Program - 2024

Internship Title: Stewardship Assistant

Internship Site: The Nature Conservancy, Montpelier

Description: The Nature Conservancy's mission is to protect the lands and waters on which all life depends. In Vermont, this is accomplished through the efforts of a dedicated team of staff working on a wide variety of conservation strategies aimed at addressing the twin crises of biodiversity loss and climate change. The Stewardship Assistant is based in Montpelier and will work directly with the Stewardship Manager as well as with other staff and volunteers to advance conservation across the state. This person will primarily be involved with hands-on, outdoor field work (both as part of a team as well as independently) to complete land stewardship projects on natural areas throughout Vermont. In addition to field work, the Stewardship Assistant will also assist with office tasks such as mapping, data management, and reporting, with opportunities to work on special events or projects.

The Stewardship Assistant participates in all aspects of natural area operations, maintenance, and management. This may include the following functions:

- Maintain and improve public access opportunities, including walking trails, signs, ledger boxes, kiosks, parking areas, and property boundaries

- Assist with monitoring and restoration of ecological functions within a wide variety of natural communities

- Provide support for outdoor workdays alongside a combination of other staff, partners, and volunteers

- Conduct legal monitoring visits to TNC preserves and lands under conservation easements and complete annual inspection reports

- Prepare for and follow up on stewardship workdays, including equipment maintenance and cleaning, record keeping, and outreach/communication

Field experience in natural science, land stewardship, and/or related field
Ability to work with a diversity of volunteers, staff, community leaders, and organizational partners
Working knowledge of GIS and Microsoft programs
Valid driver's license and safe driving record

Ability to perform physical work in inclement weather at remote locations, on difficult and hazardous terrain, and under physically demanding circumstances
Ability to follow instructions from colleagues
Familiarity with Vermont flora and fauna; understanding of basic ecology; plant identification skills

Supervision: Stewardship Assistant will be an integral part of the Stewardship Team and work both under direct supervision and independently. The supervisor for the position will be Jack Markoski, Stewardship Manager.

Start and End Dates: Mid-May – Mid-August 2024 (exact start/end dates are negotiable)

Total Hours: 35 hours/week, 10 weeks

Compensation: \$18.00/hour

How to apply: Rubenstein students who will have completed their sophomore or junior year by summer 2024 are eligible to apply. Students graduating in May 2024 are not eligible to apply. Earning Independent Study or Internship credit through the Rubenstein Internship Program is required.

1. Click the following link to view the Rubenstein Perennial Internship Descriptions in Handshake: <https://uvm.joinhandshake.com/employers/226837>

- If asked to log in: click “UVM Net ID Login” & login.
- 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.

4. You'll need to upload both required documents in Handshake before you can apply for any Perennial Internship:

- Click on your name at top right of screen in Handshake
- Select Documents.

5. Please upload all documents as pdfs. The following are the required documents:

- Resume
 - Cover Letter
- i. You should write and upload a unique cover letter for each position to which you are applying.
 - ii. In your cover letter, provide the name & contact information for at least one professional reference. This could be someone who supervised you in a past work/internship/volunteer position, or a professor or teacher, etc. The person listed should not be the person who completes your recommendation form.

6. In addition to the documents listed above, a **recommendation form will need to be** your rm for fson, co whormplliqeion fposlls5 (m)21 (4) howmms cy #15 Tuld bss cop rend he)eerunt pos1 (a#0 d(002 d-

