



Perennial Internship Program – Summer 2025

Internship Position Description

Internship Title: Stewardship Assistant

Internship Site: The Nature Conservancy (Vermont)

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 management 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

- Conduct basic GIS (Geographic Information Systems) mapping and data collection with GPS units

Position involves travel across the state (work vehicle provided) but is based in Montpelier, Vermont which is serviced by the GMT Regional bus service. Students can use this service for free with a valid UVM ID.

Desired qualifications/skills/coursework*:

Basic Qualifications

Demonstrated ability to work independently and take initiative as well as work effectively on a team
Ability and enthusiasm to do repetitive physical labor outdoors and to work some long days, or (rarely) evenings/weekends for special events
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

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- Please do take the time to carefully read each individual description so that you don't miss a great opportunity by judging an internship solely on its title.
- You may apply for up to _____ Perennial Internships.
- All applications are due by _____.

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
 - o You should write and upload a unique cover letter for each position to which you are applying.
 - o 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

- Get your resume and cover letter reviewed by a Career Counselor at the Career Center. You can check the Career Center's drop-in hours [here](#). The Career Center also offers a guide on building your resume available [here](#).
- Set up an appointment with one of Rubenstein's Career Coaches - [Emily LeForce](#) or [Cathy Shiga-Gattullo](#) - or with PIP Coordinator, [Sarah Mell](#). Sarah Mell will also be available on Wednesdays from 1pm-3pm for PIP Drop-ins! Just swing by Aiken 220 to connect!

8. If you are selected to interview for a Perennial Internship, you will be contacted by the site to set up an interview during late February to early March.