Perennial Internship Program –

*Rubenstein students currently in their sophomore and junior years are eligible to apply. Earning Independent Study or Internship credit through the Rubenstein Internship Program is required. *

natural areas. The intern will have the opportunity to deepen their understanding of how local nonprofit housing and conservation organizations, towns, municipalities and state agencies work together to achieve these goals. The intern will be required to attend (remotely) one VHCB Board meeting, where both Housing and Conservation projects are submitted to the Board for funding consideration. The intern will also participate in the VHCB Americorp Day of Service, where they may choose from a variety of projects, either housing or conservation, to work with partner organizations to support local communities. Additionally, the intern will attend VHCB Conservation Team and VHCB staff meetings as appropriate to update staff on their work. The intern will also attend the VHCB staff retreat and will have the option to engage in a number of activities of their interest during the course of the day. These are all work events the intern will be compensated for attending.

Desired qualifications/skills/coursework*:

- The ability to work independently, maintain flexibility, be self-motivated and efficient while at the same time working within a supportive, team atmosphere in both an office and outdoor setting.
- The ability to identify, or the willingness to learn to identify, common invasive species and natural communities found in Vermont.
- The ability to engage in physically demanding work, in remote places, in sometimes difficult terrain and inclement weather. Some monitoring visits may be scheduled with staff from partner organizations such as The Nature Conservancy, Vermont Forest, Parks and Recreation or Fish and Wildlife, however the intern should be comfortable working alone outside. The intern must adhere to the check in policy with the Stewardship Director and all other safety protocols.
- Proficiency with technology, including the Microsoft Office suite.
- Field experience and coursework in natural science, land stewardship, forestry or other related field.
- Familiarity with GPS is highly desirable.
- Required: GIS coursework.

Supervision: The Stewardship Intern will be supervised by Isaac Bissell, VHCB Conservation Stewardship Director. The intern may work with other Conservation staff members on a variety of projects.

Start and End Dates: (Mid-May to Mid-August 2025 – exact start/end dates are negotiable)

Total Hours: 40 hours/week for 12 weeks

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

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