



## **FIELD and GIS INTERNSHIP JOB ANNOUNCEMENT**

Location:	Portland, OR
Period of Employment:	Approximately 6 months (April– Sept.)
Pay:	\$15.00/hour
Work hours:	Average of 20 hours per week, 9:00 am to 5:30 pm, M-F, some weekends
Positions available:	Two
Application deadline:	<b>Friday, February 16, 2018 by 5:00 pm</b>
Questions:	Contact Michael Ahr, at <a href="mailto:internship@wmswcd.org">internship@wmswcd.org</a> or (503) 238-4775 x 109

### **General Summary**

West Multnomah Soil & Water Conservation District is hiring two temporary, at will, non-exempt, part-time Field Interns for spring through fall of 2018. Ideally, both interns will start in early April and work through September. These six-month internships are designed to provide experience to students and recent graduates in the areas of field monitoring, invasive species management, habitat restoration, Geographic Information Systems (GIS) mapping, water quality data collection, stormwater management, forest stewardship and agricultural best management practices on private land. The interns are highly important to permanent staff who depend on their support in completing tasks and projects. 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 invasive and native plant inventories, weed control (including use of herbicides), GIS and water quality data collection, and monitoring in the form of vegetation and pollinator surveys. This work occurs on farmland and forest land. Office work involves data entry, mapping with ArcGIS, administrative tasks, special projects and planning involving the natural resource management issues listed above.

The ideal candidate will have:

- Passion for the District's mission to conserve and protect soil and water resources for people, wildlife, and the environment.
- Motivation to help with conservation projects on private farm and forest lands working closely with other District staff as well as working independently on specific projects.
- An enthusiasm to interact with diverse communities and individuals in a welcoming and respectful way.

### **Job Duration and Schedule**

The internships will begin approximately April 2, 2018 and end by September 28, 2018 with overall hours worked not to exceed 600 hours per intern. Some flexibility will be allowed for starting and ending dates to accommodate school schedules. Most work weeks will be comprised of 2-3 full days (8 hours each) for an average of 20 hours per week.

### **Eligibility Requirements**

Recent graduates (within the last 6 months) or active students working toward a vocational, Associate's degree or greater with course work in natural sciences, environmental education, natural resource management, soils, water quality, agriculture sciences, or a related discipline are welcome to apply.

### **Required Skills and Abilities**

- Experience in collecting field data and maintaining field notes.
- Familiarity with plant identification.
- Good oral and written communication skills.
- Proficient with Microsoft Suite and ArcGIS Software.
- Willing to pursue an Oregon Department of Agriculture "Public Directly Supervised Trainee" pesticide applicator license. Comfort working with and applying herbicides under the supervision of a licensed herbicide applicator.
- Maintains positive, cooperative relationships with co-workers and conducts work in a professional manner.
- Ability to work closely with other staff in the field and in the office as well as work independently on projects.

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- Experience interacting with diverse communities and/or individuals in a welcoming and respectful way.

### Other Duties and Responsibilities

- Meets regularly with Internship Program Supervisor.
- Assists with landowner outreach and assists in writing conservation plans.
- Assists with educational activities to inform the public on natural resource conservation issues. This may include public speaking at workshops, seminars, fairs, shows and conventions.
- Communicates and works directly with property owners and operators through face-to-face contact; telephone, written, or email correspondence.

### Job Conditions

- This position works both in the field and in the office.
- The fieldwork will include working in and around such locations as farms, ranches and working forests; rivers, streams, and ponds; properties with dense, thorny vegetation; and other areas with steep, slippery, muddy, rocky, or other hazardous terrain. Occasional interactions with farm animals and pets occur while in the field.
- The office work may include working at a desk; using a computer; or working or standing at a table.
- This position requires travel to field sites, workshops, training sessions, plus daytime and evening meetings outside the office. In order to carry out these assigned duties, a valid driver's license is preferred.
- Physical exertion is required such as walking and using or carrying technical or power equipment and hand tools.

### Compensation

Base pay is \$15.00 per hour. Expenses incurred for required job functions, including mileage accrued using a personal vehicle and a \$25 per month stipend for use of a personal phone for data collection will be reimbursable. Costs associated with trainings that are related to the position may be covered with pre- approval of Program Supervisor.

### How to Apply

Your application consists of a resume no longer than **TWO** pages and up to a **ONE** page cover letter describing how your education, experience, talents and interests qualify you and make you a good fit for the position. Be sure to address the Eligibility Requirements and the Required Skills and Abilities. **Your application will not be considered if it is not clear that you meet the Eligibility Requirements.** Applicants will be evaluated and ranked for interview purposes based on how well the applicant meets the Required Skills and Abilities. As such, your application may not be rated to its fullest if it is unclear in how your knowledge and experience meets the Required Skills and Abilities listed above.

Applicants are eligible to use Veteran's Preference when applying with West Multnomah Soil & Water Conservation District in accordance with Oregon Revised Statutes (ORS) 408.225, 408.230 and 408.235; and Oregon Administrative Rules (OAR) 105-040-0010 and 105-040-0015. For more information on required materials to submit, please see our Veteran's Preference Policy <https://wmswcd.org/library/veterans-hiring-promotion-policy-pdf/>.

Send your application via email with the **subject line: "Internship Application"** to [hiring@wmswcd.org](mailto:hiring@wmswcd.org) using a file name that begins with your last name for both your resume and cover letter. Please send materials as .pdf files; **or** alternatively, mail, fax or hand deliver hardcopies to:

West Multnomah Soil & Water Conservation District  
**Attn: Internship Application**  
2701 NW Vaughn Street, Suite 450  
Portland, Oregon 97210  
FAX: (503) 326-3942

Applications must be **received** by the application deadline, **5:00 pm, February 16, 2018.**

For questions about sending in your application, or to request an accommodation so as to access and participate in this recruitment, contact Randi Razalenti at [hiring@wmswcd.org](mailto:hiring@wmswcd.org) or call (503) 238-4775, ext. 100.

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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 people of color.

To better meet our equity goals and eliminate unconscious bias in the hiring process, the District has elected to redact some personal information from submitted materials that will be reviewed by the selection team including name and address.

For complaints about discrimination, harassment, inequitable treatment and access to district events, materials and services, email [info@wmswcd.org](mailto:info@wmswcd.org) or call 503.238.4775.