



**Opening Date: Wednesday, February 4<sup>th</sup>, 2015**

**Closing Date: Friday February 20<sup>th</sup>, 2015 by 4:30 PM**

West Multnomah Soil & Water Conservation District is a state-designated special district formed to conserve and protect soil and water resources for people, wildlife and the environment. The district is governed by a seven-member elected board of directors. The District encompasses all of Multnomah County west of the Willamette River and includes all of Sauvie Island.

## **SUMMER FIELD and GIS INTERNSHIP ANNOUNCEMENT**

### **General Summary**

West Multnomah Soil & Water Conservation District is hiring two limited-duration, at will, non-exempt, part-time Field Intern for the summer and potentially early fall of 2015 (approximately June – though October). These 5-6 month internships are designed to provide experience in the areas of water quality, invasive species, habitat restoration, GIS, forestry and agricultural land uses.

Work will be mostly outdoors, in the field but also a fair amount of office work. Field work will include data collection, site inventories, and vegetation surveys. Office work will involve mapping with ArcGIS as well as some technical writing, office communication and planning involving the “areas” listed above. Candidates should have a strong understanding of plant identification. Fluency with GIS is also required and applicants should be able to create shapefiles, produce maps and perform basic GIS analyses. The person filling the position should also possess knowledge/experience in the following areas:

- Field work & basic surveying
- Report & article writing
- Data entry and management
- And have the ability to use personal vehicle and clean driving record

Qualified candidates must be able to work independently and as a part of a team; and be able to communicate with project leaders.

### **Job Duration and Schedule**

The internships will likely have separate start dates, with the first beginning around April 1<sup>st</sup>, 2015 and ending September 30<sup>th</sup>. The second around start around May 1<sup>st</sup> and end October 31<sup>st</sup>. 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) which amount to total of 40 hours for a two week span (average of 20 hours per week). Work schedule flexibility will be based on workloads and the needs of the intern.

### **Essential Functions of the Job**

- Identifying local native and invasive plant species.
- Proficiency using GIS software.
- Understands, interprets, and uses various maps, aerial photography and soils information.
- Assists with surveying projects, field inventories, and data entry and management.
- Maintains positive, cooperative relationships with co-workers and conducts work responsibilities in a professional manner.

### **Desirable Additional Skills and Abilities**

- Understanding of, and experience working with, diverse populations.
- Proficiency using MS Access.
- Ability to conduct advanced GIS analysis.
- Knowledge or background in forestry, farming or restoration ecology.
- Project management experience

### **Other Duties and Responsibilities**

- Meets regularly with Internship Program Supervisor.
- Assists with landowner outreach.
- Assists with educational activities to inform public on natural resource issues, water quality, and conservation. This may include public speaking at workshops, seminars, fairs, shows and conventions.
- Participates in office meetings with District board members, District employees, and other agency employees to coordinate and prioritize work.
- Communicates and works directly with property owners and operators through face-to-face contact; telephone, written, or email correspondence.

### **Qualifications**

- A student working toward a Bachelor's degree or greater. Major course work in natural sciences, environmental education, natural resource management, soils, water quality, agriculture sciences, or a related discipline is preferred.
- Experience in collecting field data and maintaining field notes.
- Good oral and written communication skills are required.
- The ability to use a personal computer.
- Must be proficient with Microsoft Suite and GIS Software.

### **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 and ranches; rivers, streams, and ponds; properties with dense, thorny vegetation; and other areas with steep, slippery, muddy, rocky, or other hazardous terrain.
- 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 required.
- Some physical exertion may be required during field work such as walking and using or carrying technical or power equipment and hand tools.

### **Compensation**

Base pay is \$12.00 per hour. Expenses incurred for required job functions, including mileage accrued using a personal vehicle, will be reimbursable. Costs associated with trainings that are related to the position may be covered with pre-approval of District Manager.

### **To Apply**

Send a **ONE** page cover letter and a resume no longer than **TWO** pages to [scott@wmswcd.org](mailto:scott@wmswcd.org) or to West Multnomah SWCD  
Attn: Scott Gall  
2701 NW Vaughn Street, Suite 450  
Portland, OR 97210.

For questions contact Scott Gall at email above or call 503-238-4775 x 105.