



FIELD and GIS INTERNSHIP JOB ANNOUNCEMENT

Location: Portland, OR
Period of Employment: Approximately 6 months (April/May – Sept/Oct)
Pay: \$15.00/hour, no benefits
Work hours: 9:00 am to 5:30 pm
Work Week: M-F, some weekends. Average of 20 hours per week
Positions available: Two
Application deadline: **Tuesday, February 7, 2017 by 5:30 pm**
Questions: Contact Mary Logalbo, Urban Conservationist, at internship@wmswcd.org or call (503) 238-4775 x 103

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 2017. Ideally, one hire will start in April and work through September while the second will start in May and work through October. These six-month internships are designed to provide support to WMSWCD and experience in the areas of field monitoring, invasive species management, habitat restoration, Geographic Information Services (GIS) mapping, water quality data collection, stormwater management, forest stewardship and agricultural best management practices on private land. 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 GIS and water quality data collection, invasive and native plant inventories, weed control (including use of herbicides), and monitoring in the form of vegetation and pollinator surveys. Office work involves data entry, mapping with ArcGIS, administrative tasks, special projects and planning involving the natural resource management issues listed above. Candidates should have a strong foundation in plant identification and fluency in GIS; applicants should be able to import and manipulate data, create shapefiles, produce maps and perform basic GIS analyses.

Job Duration and Schedule

One internship will begin approximately April 3, 2017 and end by September 29, 2017 and the other will begin approximately May 1, 2017 and end by October 31, 2017 with overall hours worked not to exceed 600 hours/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. Schedules may vary slightly based on workloads and the needs of the intern.

Who May Apply

The ideal candidate will have a passion for working outdoors and enthusiasm for the District's mission to conserve and protect soil and water resources for people, wildlife, and the environment. Successful candidates will be detail oriented, self-motivated, focused and organized, have a positive spirit and strong work ethic, and be able to work independently and as a part of a diverse team. An enthusiasm to conduct work interactions with diverse communities and individuals in a welcoming and respectful way will be exhibited by the ideal candidate.

Essential Functions of the Job

- Identifying local native and invasive plant species.
- Monitoring and surveying plants and other features in the field.
- Treating invasive plants with manual, mechanical and chemical means, including careful application of herbicides.
- Map creation, interpretation and editing using GIS software.
- Data entry and management.

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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.
- Experience in 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.
- Detail oriented, self-motivated and able to work independently and as a part of a diverse team.
- Willingness to work with diverse communities and individuals in a welcoming and respectful way.

Desirable Additional Skills and Abilities

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

Other Duties and Responsibilities

- Meets regularly with Internship Program Supervisor.
- Assists with landowner outreach.
- 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.
- Participates in office meetings with District employees, other agency employees and District board members.
- 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.
- Some physical exertion may be required during field work such as walking and using or carrying technical or power equipment and hand tools.
- The limited ability to use one's personal smart phone and/or access a remote computer is preferred.

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.

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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 should be prepared to address any Desirable Additional Skills and Abilities should they be invited for an interview.

Send your application via email with the **subject line: "Internship Application"** to hiring@wmswcd.org using a file name that begins with your last name for both your resume and cover letter; **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, **5:30 pm, February 7, 2017.**

For questions about sending in your application, or to request an accommodation so as to access and participate in this recruitment, contact Mary Logalbo at internship@wmswcd.org or call (503) 238-4775, ext 103.

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.

For complaints about discrimination, harassment, unequitable treatment and access to district events, materials and services, email info@wmswcd.org or call 503.238.4775.