2015 ADIRONDACK CONSERVATION INTERNSHIP – PAID JOB OPPORTUNITY with THE ADIRONDACK CHAPTER OF THE NATURE CONSERVANCY and THE ADIRONDACK LAND TRUST

This paid, short-term internship provides hands-on exposure to all aspects of The Nature Conservancy–Adirondack Chapter’s and the Adirondack Land Trust’s work, both in the field and at our office in Keene Valley, NY.

Essential Functions

Lead Project – Nature Preserve Management and Stewardship: The intern will work to transform one of the Adirondack Chapter’s nature preserves into a community resource that will provide opportunities for local residents and visitors to get outside and explore nature. Working under the supervision of the Stewardship Programs Manager, the intern will engage in management, planning, communications and outreach in order to implement the management plan for this flagship preserve. (~12-19 weeks)

Preserve management and planning responsibilities may include:
- Coordinate partner, volunteer, and community involvement.
- Carry out trail work and trail design, including visitor parking area.
- Improve signage to enhance visitor experience.
- Revise and provide feedback on preserve management plan.

Communication and education/outreach responsibilities may include:
- Serve as a community ambassador.
- Work in close partnership with town officials.
- Assist with developing and writing interpretation/education materials and identifying communication platforms.
- Engage public, partners, and supporters of The Nature Conservancy.
- Assist with special events.

Conservation Science: Assist the Conservation Scientist with ecological research in the Adirondacks, which might include: ongoing aquatic habitat connectivity research, including inventorying culverts; ecological assessment field work; or other ongoing science projects both in the office and in the field. (~1-3 weeks)

Communications and Marketing: Assist the Director of Communications with updating the Chapter website, and preparing outreach, fundraising, educational, marketing and other materials for various audiences, including members, donors and the media. (~1-3 weeks)

Threat Abatement: Assist the Terrestrial and Aquatic Invasive Species Project Coordinators with control and monitoring of invasives at our preserves and at ecologically critical sites in the Adirondack Park, including NYS Forest Preserve, and NYS Dept. of Transportation rights-of-way; assist with public outreach and education. (~2-3 weeks)
**Fundraising:** Assist Philanthropy staff with all aspects of fundraising trips and special events, including logistics, donor relations, and producing informational materials. Assist with one or more field trips, and with the Annual Membership Meeting logistics. (~1-2 weeks)

**Other Stewardship:** Assist Stewardship staff with various aspects of nature preserve and conservation easement stewardship activities. Tasks might include: boundary marking and maintenance work at our nature preserves and conservation easement properties throughout the Adirondack Park, inventorying and organizing large maps and other conservation easement recordkeeping, and assisting landowners with invasive plant eradication. (~1-3 weeks)

**Debrief:** Maintain a journal documenting your experiences as an intern, and debrief with staff at the end of the internship.

**General:** In addition to the listed duties, there might be clerical and other work as needed to support conservation priorities or special projects that can benefit from the intern’s skills and interests. Work will be both in the office and in the field. The intern will work closely with many members of the staff, and will report to the Director of Communications. The intern is expected to work independently as well as with colleagues, members and donors, volunteers, partners and the public. Field work will be in all sorts of weather, sometimes in remote locations with rugged terrain.

**Additional Training Opportunities**
The intern will be exposed to a broad range of educational opportunities. These may include learning about alpine plant identification and our efforts to protect sensitive alpine habitats, training sessions in identification of invasive plant species, accompanying ecologists in their field work, as well as meeting one of the inspirational conservationists who founded this program. Interning with a global conservation organization will broaden the selected candidate’s knowledge of worldwide conservation issues and strategies for addressing threats to biodiversity.

**Basic Qualifications**
- Minimum level of education completed by the beginning of summer, 2015: college junior, or equivalent.
- Valid driver’s license.

**Desired Qualifications**
- Demonstrated interest in conservation issues
- Coursework in: natural resource management, communications, field ecology
- Experience designing and building trails a plus
- ArcGIS and GPS experience helpful
- Excellent written and oral communication skills
- Positive, energetic and enthusiastic
- Well-organized, detail-oriented and flexible
- Motivated self-starter, able to work independently with minimal direction
- Enjoys working outdoors, sometimes in adverse weather conditions
- Experience using common software applications such as Word, Excel, web browsers, etc.
Additional Job Information
Past interns have received college credit for this internship, and we are happy to accommodate applicants seeking academic credit from their home institution.

The position requires a valid driver’s license and compliance with The Nature Conservancy’s Auto Safety Program. Employees may not drive Conservancy–owned/leased vehicles, rental cars, or personal vehicles on behalf of the Conservancy if considered “high-risk drivers.” Please see further details in the Auto Safety Program document available at www.nature.org/careers. Employment in this position will be contingent upon completion of a Vehicle Use Agreement, which may include a review of the prospective employee’s motor vehicle record.

Housing is not provided.

Dates and Compensation
- May-October, 2015, 25 weeks total; exact dates are somewhat flexible depending on the availability of the successful candidate.
- $15/hour, plus mileage reimbursement if intern uses his/her own vehicle for work-related travel (no reimbursement for daily commute to office).
- 35-hour work week, generally Mondays through Fridays with at least two weekend days usually required (Sunday July 26 and Saturday August 8). Some days, particularly those in remote field locations, will be longer than 7 hours.

Application Information
Applications must be made online via http://www.nature.org/careers. This position is Job ID #42699. Application deadline: February 4, 2015.

The following are required for your application to be considered: 1) cover letter, and 2) resume. Please submit your cover letter and resume in one document. Your cover letter serves as your writing sample. In your cover letter include a description of how you meet the Basic Qualifications for this position, and an explanation of how this internship fits with your career goals and conservation interests and describe your interest in the Adirondacks.

The Nature Conservancy is an Equal Opportunity Employer.