2013 ADIRONDACK CONSERVATION INTERNSHIPS – TWO SUMMER JOB OPPORTUNITIES with THE ADIRONDACK CHAPTER OF THE NATURE CONSERVANCY and THE ADIRONDACK LAND TRUST

These internships provide 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 offices in Keene Valley, NY. TWO internships are being offered, each with a different Lead Project.

Essential Functions

Stewardship: Assist Stewardship staff with various aspects of preserve and conservation easement stewardship. Tasks might include: conservation easement recordkeeping, maintenance work at our nature preserves throughout the Adirondack Park, and visiting preserves periodically to help with local outreach, and to document and take care of problems like illegal dumping of trash. There may be opportunity to assist with the Summit Stewardship Program. (2 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 weeks)

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

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 week)

Two Lead Project Options:

1) Preserve Stewardship and Conservation Science Lead Project:
The intern will be responsible for on-the-ground marking of preserve boundaries (and possibly also conservation easement properties), and creating new and updated maps in GIS, in collaboration with the Stewardship Programs Coordinator. The intern will conduct GPS data collection and data analysis. The intern will assist the Stewardship Programs Coordinator with preserve management plans, which might include data gathering and writing. (4 weeks)

Also, the intern will conduct field work on TNC-owned property to assist partners with cormorant management. Draft an updated management plan for the Four Brothers Island Preserve in Lake Champlain. (2-3 weeks)

2) Conservation Easement Stewardship Mapping Lead Project:
Working closely with the Conservation Easement Program Coordinator, the intern will be responsible for on-the-ground marking of conservation easement boundaries (and possibly also preserve boundaries).
The intern will conduct GPS data collection and data analysis, and create and update maps using GIS for conservation easement properties, including mapping special zones defined by the conservation easements. The intern will assist in ensuring the maps are properly duplicated and stored. (4-6 weeks)

**Debrief:** Maintain a journal documenting your experiences as an intern, and debrief with staff at the end of the summer. (Up to 1 week)

**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 interns’ skills and interests. Work will be both in the office and in the field. The interns will work closely with many members of the staff, and both will report directly to the Director of Communications. The interns are 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 during the course of the summer field season. 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, 2013: college freshman, or equivalent

**Desired Qualifications**
- Demonstrated interest in conservation issues and GIS
- Coursework in: natural resource planning, field ecology, land management, or similar
- Coursework in GIS/GPS, preferably working towards a technical degree in GIS/GPS, or equivalent experience
- Some field experience in data collection, and analysis and organization of data
- Interest in colonial nesting bird ecology (for the Preserve Stewardship and Conservation Science Lead Project)
- Well-organized, detail-oriented and flexible
- Motivated self-starter, able to work independently with minimal direction
- Excellent written and oral communication skills, particularly the ability to diplomatically and professionally communicate with landowners
- Enjoys working outdoors, sometimes in adverse weather conditions
- Experience using ESRI ArcPad and ArcGIS, MS Office, Word and Excel, and navigating the Internet
- Strong knowledge of mobile Windows-based devices
- Familiarity with QA/QC a plus
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 TNC’s Auto Safety Program. Employees may not drive Conservancy–owned/leased vehicles, rental cars, or personal vehicles on behalf of TNC 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-September, 2013, 10-14 weeks total; exact dates are flexible depending on the availability of the successful candidates
- $11.77 -$14.00/hour depending on experience, 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 one weekend day usually required (Annual Meeting). Some days, particularly those in remote field locations, will be longer than 7 hours. Cormorant management field work will occur at night.

Application Information
Applications must be made online via http://www.nature.org/careers. This position is Job ID #40683. Application deadline: February 11, 2013.

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. 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. Let us know which Lead Project you’d prefer to work on, if you have a preference. Your cover letter serves as your writing sample.

The Nature Conservancy is an Equal Opportunity Employer.