

Job Description
Winter / Spring 2019
U.S. Fish and Wildlife Service
Raleigh Ecological Services Field Office

Title: Partners for Fish and Wildlife Program Intern

Internship Duration: Approximately January – April 2019 (start and end dates may be flexible based on office needs and intern's schedule)

Time Commitment: Minimum 10 hours per week during normal business hours (Mon – Fri 7:30 A – 4:30 P) with ability to work a full day during many of the weeks

Location: Raleigh Ecological Services Field Office (RFO)
551-F Pylon Drive, Raleigh, NC 27606

Responsibilities:

The intern will assist the RFO with our [Partners for Fish and Wildlife](#) (PFW) Program. Basic duties will include compiling data from completed PFW projects; summarizing compiled data using maps and other outreach tools; visiting completed PFW project sites to assess success; and, conducting surveys or inventories on PFW projects. Will have opportunities to learn about the different programs in an Ecological Services Field Office.

Training:

Generally, training will be provided by USFWS staff in the field/office. Offsite training opportunities may be available.

Work Environment and Physical Demands:

The work is performed in an office setting using standard office equipment (e.g., computer, printer, scanner, and copier). A workspace in the field office and a computer will be assigned. The office work is generally sedentary. To complete all tasks, including the field portion, the volunteer will be required to drive a government owned vehicle and must have a valid driver's license. Field activities require exposure to natural elements that include exposure to water, heat, rain, wind, sun, biting insects and other potential hazards.

Qualifications:

Enrollment in a college or university; background/knowledge in wildlife biology, ecology, or similar preferred; good interpersonal skills, oral and written communication; experience with basic computer applications; attention to detail. Experience with field based activities that require exposure to natural elements is encouraged.