



SUMMER FIELD and GIS INTERNSHIP ANNOUNCEMENT

Location: Portland, OR
Period of Employment: Approximately 6 months (April 4th – Sept 30th)
Pay: \$12.00/hour, no benefits
Work hours: 9:00 am to 5:00 pm
Work Week: M-F, some weekends. Average of 20 hours per week
Positions available: Two
Application deadline: Friday, February 19th 2016 by 4:30 pm

General Summary

West Multnomah Soil & Water Conservation District is hiring two temporary, at will, non-exempt, part-time Field Interns for the spring and summer of 2016 (April 4 – September 30). These six month internships are designed to provide experience in the areas of water quality, invasive species, habitat restoration, and Geographic Information Services (GIS) as well as forestry and agricultural uses on private land. The majority of work will be outdoors with regular office work. Field work will include data collection, site inventories, and vegetation surveys. Office work will involve data entry, mapping with ArcGIS, administrative tasks, special projects 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.

West Multnomah Soil & Water Conservation District doesn’t discriminate based on age, color, disability, gender identity or expression, genetic information, marital status, national origin, race, religion, sex, sexual orientation, or veteran status, or any other characteristics protected by law. The District is an equal opportunity employer. We will make reasonable accommodations for events, educational materials and services and invite your feedback. Please email info@wmswcd.org or call 503.238.4775.

Job Duration and Schedule

The internships will likely begin around Monday, April 4th, 2016 and end by September 30th, 2016 with overall hours worked not to exceed 600 hours. 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 (no more than 40 hours for a two week span). Work schedule flexibility will be based on workloads and the needs of the intern.

The Ideal Candidate

The ideal candidate will have a passion for working outdoors and is enthusiastic about the District’s mission to conserve and protect soil and water resources for people, wildlife, and the environment. He or she will be detail oriented, self-motivated and able to work independently and as a part of a diverse team.

Essential Functions of the Job

- Identifying local native and invasive plant species.
- Field work and basic surveying.
- Willing to pursue an Oregon Department of Agriculture “Public Directly Supervised Trainee” pesticide applicator license. Comfort working with carefully applied herbicides under the supervision of a licensed herbicide applicator.
- Proficiency using GIS software.
- Data entry and management.
- Understands, interprets, and uses various maps, aerial photography and soils information.
- Maintains positive, cooperative relationships with co-workers and conducts work 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.
- Communicates and works directly with property owners and operators through face-to-face contact; telephone, written, or email correspondence.

Qualifications

- A student working toward an 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.
- Recent graduates in the above are also welcome to apply.
- 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, 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.
- 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.

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 resume no longer than **TWO** pages and a **ONE** page cover letter describing how your experience and interests fit the "Essential Functions of the Job" and acknowledge any of the "Desirable Additional Skills and Abilities" to scott@wmswcd.org.

Electronic submission is preferred, please title documents beginning with your last name, but all forms are accepted:

West Multnomah SWCD

Attn: Scott Gall

2701 NW Vaughn Street, Suite 450

Portland, OR 97210.

We encourage people of color to apply.

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