



1033 Lawrence St, Port Townsend, WA 98368  
(360) 379-9501  
<https://saveland.org/>

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**Veterans Conservation Corps Internship Program  
Jefferson Land Trust Field Internship**

**\*\*\*This position requires the applicant to be a United States military veteran\*\*\***

**Internship Status:** 40 hours/week; April through September 30, 2018; renewable for an additional term. Includes a stipend of \$1850/month to cover living expenses.

**Schedule:** Typically Monday – Friday, 9 am – 5 pm; occasional early morning, evening and/or weekend work hours will be required but will be pre-scheduled to fit within 40 hours/week. Alternative hours and flexible scheduling to meet the intern's needs will be discussed on a case-by-case basis.

**Position Summary:** The Field Intern fulfills the short- and long-term stewardship responsibilities of Jefferson Land Trust by implementing both field and office-based objectives that support the desired condition of protected lands. The Field Intern will work with the Preserve Manager and Stewardship Director to accomplish field-based monitoring, mapping, maintenance, and restoration projects and office-based program administrative tasks. This intern will work independently, with community volunteers, and with Land Trust staff. The successful intern will gain skills and knowledge in local ecology, locally-relevant natural resource best management practices, data collection, GPS mapping, reporting, volunteer leadership, field safety, and record-keeping.

**Essential Functions:**

*Preserve Management (50%)*

- Monitor Preserves to document current habitat conditions and stewardship needs [training provided]
- Identify and map (using GPS) stewardship concerns on the land (invasive weeds, unapproved trails, timber trespass, etc) [training provided]
- Accomplish a variety of stewardship actions including but not limited to invasive weed removal, restoration project maintenance, restoration tree planting, and tool maintenance [training provided]
- Lead inmate offender crew in various stewardship actions, including blackberry root removal [training provided]

- Participate in regularly scheduled volunteer work parties on Preserves
- Support long-term Preserve Steward volunteers by acting as a co-monitor and by helping to accomplish action tasks
- Represent Jefferson Land Trust to Preserve visitors and neighbors
- Document monitoring visits and actions accomplished in report format [training provided]
- Undertake project to enter prescribed management plan actions into an organizational database; this project will support staff and Preserve volunteers and will enhance programmatic long-term planning capability

#### *Conservation Easement Stewardship (50%)*

- Accomplish a variety of stewardship actions including but not limited to invasive weed removal [training provided]
- Document monitoring visits and actions accomplished in a report format [training provided]
- Maintain long-term property records [training provided]

#### **Other Duties:**

- Participate in community outreach events and funding events as needed
- Other conservation program and administrative duties assigned by supervisor
- Other duties as assigned by supervisor

#### **Qualifications:**

- Valid Driver's license
- Preferred: first aid training
- Preferred: familiarity with compass navigation
- Preferred: experience with MS Office programs

#### **Core Competencies:**

- Ability to work independently in the field while demonstrating a strong work ethic and safety common sense
- Ability to work as part of a team of staff and/or community volunteers in the field
- Ability to meet and work with new people
- Ability to act as a leader and uphold high ethical standards
- Excellent communication skills
- Excellent attention to detail
- Willingness to learn new skills

#### **Physical Requirements:**

- Physically able to conduct demanding field work and traverse occasionally rough terrain in a variety of weather conditions
- Ability to lift 20-40 pounds
- Ability to climb over brush, logs, fences, creeks, and other obstacles on protected properties

## **Training**

*All necessary training required to perform the essential functions/duties is provided on the job.*

In addition to on-the-job training, this position may include the following formal trainings and certifications to aid in professional development and job training:

- CPR/First Aid
- Dependable Strengths
- Money 101
- VCC Annual Training
- PTSD/TBI/Mental Health
- Resume/cover letter/job interviews

## **Apply**

All applicants must pass a background check.

To apply, email a resume and cover letter explaining your interest in this internship to:

Kim Pham  
Veterans Conservation Corps Internship Coordinator  
kim@dva.wa.gov

## **Questions?**

To learn more about the Veterans Conservation Corps Internship Program, contact:

Kim Pham  
Veterans Conservation Corps Internship Coordinator  
kim@dva.wa.gov

For more information about Jefferson Land Trust, contact:

Carrie Clendaniel  
Preserve Manager  
cclendaniel@saveland.org  
(360) 379-9501 ext 109