



## **The Schuylkill Center for Environmental Education Land Stewardship Internship Program**

The Land Stewardship Department seeks an intern for the Spring/Summer 2015 season. The Land Stewardship Intern will support the Land and Facilities Department under the direction of the Manager of Land Stewardship.

### **Duties and Responsibilities:**

- Assist with ongoing maintenance of restoration sites (deer fence, invasive removal)
- Assist with tasks in Native Plant Nursery
- Assist with planning and coordination of Native Plant Sales
- General trail maintenance and repairs
- Upkeep of native gardens around Main Education Building
- Opportunity to assist with special events (optional)
- Work with volunteer groups
- Other tasks suited to the intern's skill set and interests are also possible
- Other miscellaneous duties related to land restoration
- Complete an Independent Study project under direction of supervisor

### **Qualifications/Requirements:**

- College-level education (environmental science or related field) in progress preferred.
- Passionate about The Schuylkill Center's mission and the stewardship of our land.
- Eager to gain field experience in the identification of native and exotic plant species, birds/other wildlife, and plant communities.
- Eager to explore the non-profit work environment.
- Ability to work outdoors in inclement weather.
- Ability to hike uneven terrain while carrying tools/supplies needed in field. Ability to lift and carry at least 25 lbs.
- Excellent organizational, communication (written & oral), and office skills.
- Experience with Microsoft Office (Word, Excel, Publisher, PowerPoint).
- The ability to work effectively both independently and as part of a team, take initiative, and handle multiple priorities.
- Self-motivated and able to complete a task under a deadline.
- Flexible in scheduling and to the daily happenings at SCEE.
- Preferred candidates are those who can commit to a full 5 months of experience at 10-20 hours/ week to gain knowledge of work routines in a diverse set of tasks.

### **Americans with Disabilities:**

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

### **To Apply:**

Please submit a cover letter, resume, and one recommendation to Melissa Nase at [melissa@schuylkillcenter.org](mailto:melissa@schuylkillcenter.org). This internship is unpaid, but good experience for anyone interested in a career in land stewardship or the non-profit sector. A commitment of at least 5 months part time (10-20 hours a week) is ideal. Please include the internship title in the header line of your email.