



Southeast Michigan Land Conservancy Application Information & Job Description

JOB TITLE:	STEWARDSHIP INTERN
REPORTS DIRECTLY TO:	Stewardship & Outreach Specialist
STATUS:	Temporary, Part-time (20 hrs/week)
LOCATION:	Conservancy Farm, Ypsilanti, MI
DURATION:	8 - 10 weeks
START / END DATES:	early June – mid-August, flexible
STIPEND:	Based on experience & duration; up to \$1.5K

BASIC PURPOSE:

The Stewardship Intern assists the Stewardship & Outreach Specialist (SOS) with land stewardship projects and tasks. Specifically, s/he will help formulate an annual nature preserve monitoring protocol that meets the Land Trust Alliance Standards and Practices and implement it for the 17 SMLC nature preserves. Additionally, s/he will assist the SOS as needed with other basic stewardship, outreach, and Conservancy Farm tasks as assigned.

The Stewardship Intern is expected to assist with project and operational tasks as directed and exhibit professionalism and a high interest in learning in all aspects of their employment.

REQUIRED QUALIFICATIONS:

- A commitment to preserving natural areas and open spaces in southeast Michigan.
- 2 - 3 years of completed academic coursework in natural resources, biology, environmental science, or related field OR at least 3 years professional experience in a related field
- Excellent time management, organizational, recordkeeping, and report writing skills.
- Strong written, oral and interpersonal communication skills.
- Ability to work effectively without close supervision and as part of a small staff team.
- Ability and willingness to traverse varied terrain on foot, and in inclement weather.
- Familiarity with flora, fauna, and ecosystems of the Great Lakes region, including invasive species.
- Ability to use maps, compass and GPS; familiarity with digital photography.
- Ability to lift heavy objects, operate equipment, and use power tools.
- Proficiency using Microsoft Office.
- A valid driver's license and a licensed, insured vehicle.

Preferred Qualifications:

- Experience with GIS and GIS software/mapping.
- Experience with invasive species control, pesticide application, and ecosystem restoration

JOB RESPONSIBILITIES AND DUTIES:

Primary - Nature Preserve Monitoring

1. Help develop, implement, and refine a preserve monitoring protocol of SMLC's 17 nature preserves throughout the 7 county region of Southeast Michigan:

- a. Independently navigate and monitor preserve properties
 - b. Identify and document opportunities and threats to conservation values such as invasive species presence, unauthorized land use activity, boundary encroachment, etc.
 - c. Observe, record, and photograph evidence of past and present land use activities such as farming, outdoor recreation, wildlife watching, etc.
 - d. Evaluate and record status and effectiveness of public access and property features such as trail conditions, signs, vehicle barriers, etc.
 - e. Track and map signs, structures, and points of interest on each property using a digital camera, field GPS unit, and ArcGIS software
 - f. Using ArcGIS, create an assortment of maps for nature preserve management plans displaying any or all of the following: signs, topography, habitat types, waterbodies, soils, land use, visitor access, property boundaries, etc.
 - g. Complete monitoring reports for each preserve that clearly and concisely document observations made on site along with associated concerns and recommendations
2. Format information from monitoring reports to fit within the framework of SMLC's current or intended management plan for each preserve as directed by the SOS

Secondary - Stewardship Duties

1. Implement initial property-readiness and ongoing property management and public access responsibilities, including but not limited to:
 - a. Post, replace, repair, track, and map property and preserve signs
 - b. General maintenance and upkeep of buildings, structures, fences, etc.
 - c. Needed habitat improvements and invasive species removal including:
 - i. Cutting, lopping, digging, and disposing of invasive plants
 - ii. Safe use of pesticides to treat and control invasive woody and herbaceous plants
 - iii. Equipment maintenance and care
 - d. Public access and trail creation and maintenance tasks including, but not limited to:
 - i. Mowing with commercial grade trail mower
 - ii. Trail clearing and clean up
 - iii. Repair of public access structures such as boardwalks, railings, benches, etc.
2. Contribute to building maintenance and grounds keeping of SMLC's office and historic Conservancy Farm Nature Preserve

Support Functions

1. Assist with organizing and conducting SMLC volunteer events as directed.
2. Aid SMLC staff in promoting SMLC events/activities and volunteerism.
3. Contribute to mundane staff and office duties such as house cleaning, filing, taking out trash, etc.
4. Assist with or perform other organizational tasks as directed by the Executive Director and SOS.

To Apply: Please send a resume, cover letter, and 2 references to **Taylor Myatt** at tmyatt@smlcland.org. Applications will be taken until position is filled, but preference will be given to applications received before **February 26, 2017**. Call Taylor with any questions at 734-484-6565.