

Intern (Temporary Position) – Natural Lands Program

SALARY: \$12.00 /Hour

OPENING DATE: 10/1/2015

CLOSING DATE: until position is filled

DESCRIPTION:

The purpose of the student internship/temporary position is to provide assistance with resource management activities including invasive species treatment/removal and gopher tortoise surveys to meet grant requirements set by the State of Florida. Interns will participate in all resource management activities including invasive species management, gopher tortoise marking and surveys, GIS and GPS work, report writing, and monitoring. They will also be responsible for assisting with environmental education, trail maintenance and occasionally work nights and weekends.

ESSENTIAL FUNCTIONS:

Individual must be available Monday through Friday, and occasional Saturdays to assist with resource management and environmental education activities.

Assists in conducting invasive species removal, gopher tortoise marking and surveys, proposals and report writing for grants, and monitoring.

Responsible for collecting information for grant proposals and reports.

Occasionally assists with outreach events.

Must have experience in the use of Geographic Information Systems (GIS) to create related maps and databases for program staff support such as presentations, documents, and housing scientific data for various projects.

Must be willing to get wet, dirty, muddy, and to work in all weather conditions.

Must have GPS experience/training.

Must be able to work independently in the field.

Must be able to lift and carry tools, equipment, and materials (over 20 lbs).

Must be comfortable leading and speaking in front of large groups.

Must have experience in Microsoft Office software such as Excel, PowerPoint, Word and other various software for program staff support.

Performs other duties as assigned or as may be necessary.

MINIMUM QUALIFICATIONS:

Must be currently enrolled, with at least two years completed, in a higher education organization (university, college, or technical institute).

Must possess and maintain a valid Florida Driver's License.

ADDITIONAL REQUIREMENTS:

Must be able to compose effective and accurate correspondence. Must possess the ability to effectively interact with internal and external customers and at all levels of the organization. Must be skilled in written and verbal communication.

Must be proficient with personal computer and general office equipment such as fax, copier, and printers.

Resumes must be submitted to:
Sherry Williams
Natural Resources Program Coordinator
SWilliams02@seminolecountyfl.gov
