



STEWARDSHIP ASSISTANT INTERNSHIP

Reports to: Conservation Projects Manager
Job status: Part-time (up to 20 hours/week), non-exempt
Compensation: \$15/hour (non-benefits eligible)

Organizational Mission:

The mission of the Palouse Land Trust is to work with landowners and communities to conserve the lands we love, now and forever, and to enrich connections to the natural world.

Position Summary:

Palouse Land Trust is seeking a part-time seasonal team member to assist our stewardship team, with a focus on field-based monitoring of conservation easement properties and related administrative duties. Our ideal candidate is a junior or senior seeking a Natural Resource Conservation degree at the University of Idaho.

This position will support our core mission of protecting the conservation values of local lands, including imperiled Palouse grasslands, wildlife habitat corridors, working forests and farms, surface waters and fisheries, scenic open spaces and public access preserves. The position will be based out of our headquarters office in Moscow, Idaho, and is expected to contribute a minimum of 10-20 hours/week from June to August (minimum of 120 hours). The work schedule will be determined with the candidate, and ideally up to 20 hours/week. We anticipate that the intern will be a degree-seeking student, and as such, we will provide flexibility around the academic calendar. This position reports directly to the Conservation Projects Manager.

Essential Duties:

Priority tasks of the Stewardship Assistant Intern will be to support and assist the Conservation Projects Manager with conservation easement stewardship responsibilities, including coordinating logistics of: 1) maintaining and updating detailed project record keeping 2) landowner communications and support, 3) monitoring visits to conserved properties, 4) stewardship tasks on preserves, 5) working with volunteer groups, and 6) other duties as assigned concomitant with a small team and non-profit mission, including participation in fundraising and other outreach events.

Core Competencies:

- A clear conservation ethic with an appreciation for the natural and cultural characteristics of the Palouse region
- Highly collaborative work style in an office culture of high performance and continuous improvement that values learning, relationships, and a commitment to quality
- Represent the organization in an enthusiastic and professional manner with a demonstrated commitment to PLT's mission
- Uphold high ethical standards requiring good judgment, discretion, positive attitude, and commitment to relationship building
- Enthusiastic self-starter that can reliably work independently, manage multiple tasks, and meet deadlines
- Fluency with MS Office programs (Word, Excel primarily) and Google-workspace (Gmail, calendar, drive, etc.)
- Outgoing and friendly personality with the ability to communicate effectively with diverse stakeholders, partners, and community members
- Commitment to confidentiality
- Excellent document preparation, reporting and record keeping skills
- Able to complete written documents and data entry and operate general office equipment including printer, scanner, phone, etc.
- Eager to learn new skills and tools for field monitoring

Physical Qualifications:

- Conduct field work in a variety of weather conditions and traverse rough terrain on foot
- Requires working occasional non-standard hours, including evenings and weekends
- Ability to travel to various locations throughout the Palouse region for stewardship purposes and other assignments
- Physically able to lift up to 30 pounds

Other Qualifications:

- Experience using GIS software (preferred)
- Minimal use of personal vehicle is required for reliable travel to regional field sites with verification of insurance coverage and clean driving record (mileage reimbursement at the federal mileage rate)

Palouse Land Trust is committed to providing a work environment that centers on mutual respect where equal employment opportunities are available to all. We believe that diversity and inclusion are critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

Application instructions: Please submit a cover letter and resume by email to marijka@palouselandtrust.org by midnight on April 26, 2024 with the subject line: Stewardship Assistant Internship.