

McKean County Conservation District (MCCD)
and
Allegheny Plateau Invasive Plant Management Area (APIPMA)
Internship

Internship is 50% APIPMA Project Coordinator and 50% MCCD Summer Intern.

Responsibilities of APIPMA Project Coordinator:

This is a 12-13 week position as full time (May – August); with option to continue year-round part-time; preference may be given to those who can continue Project Coordinator position part-time after the summer.

19 hours per week dedicated to Invasive Plant Work

Invasive Plant Responsibilities Include:

1. Build capacity and awareness of the Allegheny Plateau Invasive Plant Management Area cooperative through volunteer recruitment, volunteer mobilization, and public outreach efforts.
2. Work with existing partners and industry by providing invasive plant information, APIPMA updates, coordinating partner meetings, and soliciting new membership.
3. Create and develop APIPMA website and potentially Facebook page
4. Survey, map, and prioritize areas for future invasive plant treatment and control.
5. Identify, coordinate, and train volunteers in invasive plant ID and data collection. Four field training workshops are to be coordinated and implemented annually. Coordination of iMapInvasives staff visits for training as needed.
6. Maintain thorough and accurate records of volunteers and outreach for project longevity
7. Create and aid in distribution of invasive plant information for awareness and public education.
8. Provide input for APIPMA Strategic Plan
9. Provide updates for District staff on invasive plants and current issues; including species to be on the watch for early detection and rapid response (EDRR).
10. Ability and willingness to utilize iMapinvasives training and resources including mobile app. Ability and willingness to travel to field sites. Willing to work evening and weekend hours to effectively train and work with volunteers.

Responsibilities of MCCD Intern:

The intern will learn the role and program areas of Conservation Districts and will assist with field and office work.

Intern Tasks:

At the beginning of the internship, the Intern will receive a research binder with information and references about the District's structure, history and programs. As part of the internship, the Intern will also complete a log or diary, along with time code tracking. Additional work may be needed to fulfill requirements if internship is for college credit.

Project Areas Covered in Research Binder

- Chapter 102: Erosion Control and permitting
- Chapter 105: Waterways Encroachments and permitting
- Dirt, Gravel, and Low Volume Road Program
- Agriculture and Nutrient Management
- Streambank Stabilization
- Water Quality
- Recycling Program
- Outreach and Communications

Intern will also complete a larger Project or assignment. The nature of the project can depend on the intern's interests/ college major/ or focus area; or current needs of the District.

- Fair display
- Create educational kits
- Create educational program(s)
- Compile data from projects
- Water Quality Recording
- GIS work
- Soil testing
- Custom project

Required Knowledge, Skills and Abilities:

Utilize a wide variety of reference and descriptive data and information such as regulations, maps, invoices, reports, accounts, guides, manuals, handbooks, correspondence and general operating manuals.

Communicate effectively both verbally and in writing to a wide range of individuals and groups is essential.

Speak and understand the English language and to follow oral and written instructions.

Function independently, have flexibility and personal integrity and the ability to work effectively with clients, co-workers and others.

Exhibit initiative in problem solving skills in relation to projects.

Operates a variety of office equipment including computer equipment and uses a variety of software programs as appropriate.

Work outdoors and to negotiate uneven and rough terrain, including during inclement weather where wet and slippery surfaces are encountered.

Maintain valid Pennsylvania driver's license and safely operate motor vehicle while carrying out assigned duties

Regular Working Hours - Regular working hours are from 8:30 AM to 4:30 PM. 37.5 hours per week.

Requirements - The interested candidates should currently be enrolled in either an Undergraduate or graduate degree program, preferably with an environmental or agricultural emphasis. Must be highly motivated and have the ability to work independently. The interns may be required to use their own vehicles.

The Intern will be required to pass a background check and drug testing before commencing internship.

The Intern is a temporary position that will receive no benefits. McKean County and the McKean County Conservation District are not responsible for any injuries incurred during the internship.

The intern is responsible for his/her required hours if seeking class credit. The District is not to be held accountable if the student has not completed the proper hours to obtain credits.

The Intern will be under the direct supervision of the District Manager and may assist other staff members at the manager's discretion.

How to Apply - Students may submit a cover letter, application and resume directly to the McKean County Conservation District, Attn: Sandy Thompson, 17137 Route 6, Smethport, PA 16749.

Application Deadline - Open until filled.

For More Information Contact: Sandy Thompson, Office phone: 814-887-4025. Email: sdthompson@mckeancountypa.org. For more information on the MCCD and our daily activities and programs, please visit www.mckeanconservation.com.