

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF WEST NEWBURY**

INTERNSHIP: INVASIVE PLANT INTERNS

Summary: The Town of West Newbury seeks **two Invasive Plant Interns** to assist with identification, mapping, and management of invasive plant species on town owned property under the guidance of town staff and town committee members during Summer 2023. In addition to regular duties, interns will have the ability to attend lectures/programs, go on field trips, and design and complete an intern capstone project.

Start Date: June 2023; End Date: August 2023

Start and end dates are flexible, based on candidate availability. A 10-week consecutive commitment is required. Non-work weeks to accommodate other obligations can be designated at time of hire. Hours worked within a given week may be flexible, subject to advance scheduling.

Work Schedule: A period of 10 weeks not to exceed an average of 20 hours a week (200 hours per intern). A flexible work schedule may be accommodated, which could involve work performed outside of normal work hours. The work schedule may vary weekly and daily to avoid work occurring in dangerous conditions including excessive heat and electrical storms.

Wage: The hourly wage is \$16.48 to \$17.65 dependent on qualifications and experience. The internship positions are part-time, temporary positions, and are not benefits eligible. Mileage reimbursement will be provided at the then-current IRS rate.

Position Description:

The invasive plant internship is intended to facilitate personal growth and professional development. Interns will be exposed to conservation and land management practices, plant identification, and GIS mapping. Interns will also have the opportunity to network with municipal staff and town committee members, many of whom are experts in their fields. Interns will primarily perform plant identification, GIS mapping of invasive plant populations, and management of invasive plants. Interns may also have the opportunity to participate in other activities including training, field trips, and presentations. The interns will work together to create a capstone presentation to the Town of West Newbury summarizing the data they collected, management activities completed, and proposing suggestions for future invasive plant management in the town, to be presented in a public meeting at the conclusion of their internship.

Primary Duties include:

- Correctly identifying invasive plant species at various phenological stages using a botanical key
- Surveying and recording invasive plant species and populations
- GIS mapping of invasive plant populations using the application EDD Maps

Department: Conservation

Date of Revision: 04/18/2023

- Physical removal of invasive plants including hand pulling or removal and management with non-motorized hand tools
- Assisting town staff and town committees, as needed, with community outreach on invasive plants
- Preparing and presenting a capstone presentation to the town summarizing data collected, management activities completed, and suggestions for future invasive plant management

Physical Requirements: This position requires physical exertion such as walking long distances over uneven terrain and standing for long periods of time. Bending, crouching, stooping, lifting or reaching. Hand and finger dexterity and physical coordination may involve fine and precise procedures, delicate adjustments or exact measurements. The ability to occasionally lift and/or move up to 50 lbs. safely.

Environmental Conditions/Hazards: This position may encounter environmental conditions/hazards including extreme heat or cold, wet and windy weather, rocky terrain, muddy, swamp, or wetland conditions, biting insects, dense vegetation, poison ivy, pollen, and potentially dangerous wildlife. Those in this position are expected to conduct position duties in a safe and orderly manner so as not to endanger self, staff, members of the public, and/or resources.

Vehicle and Equipment Use/Safety: Due to the work occurring in various locations in the Town of West Newbury, consistent access to reliable transportation and possession of a valid driver's license is required. Any tools required for the accomplishment of the duties will be provided by the Town of West Newbury. Use of personal protective equipment (PPE), typically provided by the Town of West Newbury, will be mandatory for any activity that requires it. Strict adherence to training and safety protocols is required.

Qualifications:

Required

- Willing and able to represent the Town of West Newbury in a professional, positive, and enthusiastic manner
- Ability to work independently with minimal supervision and the ability to be a positive, contributing member of a group or team
- Ability to accept guidance from supervisor and other town committee members
- Willingness to work in field conditions which will include insects, heat, humidity, rain, and exposure to irritating plants including poison ivy
- Willingness to participate in training including, but possibly not limited to, EDD mapping, plant identification, and safety protocols
- Ability to follow directions, instructions, and safety protocols
- U.S. Citizen or Permanent Resident
- Due to the potential hazards and independent nature of the position, applicants must be at least 18 years old at time of hire
- A valid driver's license, an insurable driving record (documentation to be provided upon request), and access to a reliable personal vehicle
- Willingness to undergo and ability to pass a required CORI check

FLSA Status: Non-Exempt

Department: Conservation
Date of Revision: 04/18/2023

- Ability to perform the essential duties of the position with or without reasonable accommodation

Preferred

- Education or experience in botany, GIS mapping, plant identification, environmental science, natural resources, biology, ecology and/or a related subject is preferred
- Strong interest in working with plants, natural resources, and/or environmental science
- Ability to walk and stand for long periods
- Ability to perform manual labor including physically pulling or removing invasive plants with non-motorized hand tools
- Familiarity with GPS and iPads
- Ability to collect high quality, accurate data
- Ability to identify plants using a botanical key, distinguish invasive plants from native plants, and willingness to learn plant identification skills

Application Details: To apply please send a resume, cover letter, and list of three professional/academic references to personnel@wnewbury.org please include your name and the words "Invasive Plant Internship Application" in the subject line.

NOTE: Positions will remain open until filled. Applications will be reviewed on a rolling basis and interviews may be conducted on a rolling basis – interested applicants are encouraged to apply early. If you have any questions regarding the positions, please contact Michelle Greene, Conservation Agent for the Town of West Newbury, conservation@wnewbury.org, 978-891-0238.

The Town of West Newbury is an Equal Opportunity Employer and does not tolerate discrimination on the basis of an individual's sex, age, race, color, creed, national origin, alienage, religion, marital status, pregnancy, sexual orientation or affectional preference, gender identity and expression, disability, genetic trait or predisposition, carrier status, citizenship, veteran or military status and other personal characteristics protected by law. All applicants will receive consideration for employment without regard to legally protected characteristics.