



## **Internship Title:** Invasive Species Management Intern

**Department:** Parks and Recreation

**Type:** Unpaid Internship (\$25/week stipend)

**Schedule:** Flexible, 10-20 hours a week

***For more information, please contact:***

Volunteer Coordinator: Cheryl Skafte

Phone: 218-730-4334 | Email: [cskafte@duluthmn.gov](mailto:cskafte@duluthmn.gov)

### **POSITION DESCRIPTION**

The City of Duluth's Parks and Recreation Division seeks to manage and minimize the invasive-species population on our public lands by: 1) identifying and mapping invasive species populations around the city; 2) educating and training community members on identification and eradication techniques; 3) mobilizing volunteers to eradicate invasive species on park land; and 4) tracking the progress of eradication.

### **POSITION TITLE**

City of Duluth Invasive-Species Management Intern

### **NUMBER OF POSITIONS: 2**

### **INTERNSHIP RESPONSIBILITIES**

Intern(s) will be trained in invasive species identification, GPS data collection, and the setting of priorities in controlling invasives. Intern(s) will be responsible for monitoring sites after the application of controls, and entering and updating information in the databases.

Spring/summer intern(s) can expect to be working or hiking outdoors for at least 70 percent of their internship, in a variety of weather conditions, including hot, humid, and buggy. Fall/winter intern(s) can expect less time outside and more time planning and developing.

Responsibilities may include:

- Partnering with volunteers and community groups to collect data
- performing accurate data entry
- assisting in the development of a local geographical database of invasives
- supporting educational and outreach opportunities
- assisting with volunteer efforts in removal and eradication
- supporting special initiatives related to invasive-species management, including the Buckthorn Brigade
- developing reports and writing articles to document progress
- attending staff and community meetings related to invasive-species management
- researching invasives and best practices in eradication techniques.

The intern(s) will be trained by, and work directly under, the City of Duluth's Trails Coordinator and will work alongside a team of local experts on invasive species. Transportation to and from work areas (including parks and offices) will be required. Intern(s) are encouraged to suggest qualitative or quantitative experimental projects.

### **QUALIFICATIONS / SPECIAL SKILLS / AREAS OF STUDY**

These positions are open to undergraduate and graduate students in education, environmental conservation, information technology, planning/analysis/research, or related programs.



Candidates should possess good verbal and written skills and have experience working independently and in a team setting. A knowledge of Microsoft Publisher and ESRI ArcMap (GIS/GPS) is a plus.

We are looking for an intern who is: • Positive, energetic, and friendly • A problem-solver who is able to take the initiative and research new projects and ideas • An excellent writer and communicator, comfortable speaking with community members • Computer savvy, with a working knowledge of MS Office and able to perform accurate data entry • Experience designing databases is a plus.

### **APPLICATION PROCESS**

Please email cover letter and resumé to [cskaft@duluthmn.gov](mailto:cskaft@duluthmn.gov).

### **SALARY RANGE**

Unpaid (\$25/week stipend)

### **ADDITIONAL INFORMATION / COMMENTS**

Must be available to work between ten to twenty hours each week on a consistent schedule, between the hours of 10AM – 6PM. The positions are available from early-September through mid-December, early-January through mid-May, and mid-May through early-September. Current interns can extend their internship into the next semester, depending on availability and space. Some interns are able to receive credit for their work with City of Duluth – please contact your school advisor to determine if this is a possibility.

