



HAMILTON COUNTY SOIL & WATER
CONSERVATION DISTRICT
1717 Pleasant Street
Noblesville, IN 46060

2023 Invasive Species Internship

Position Title: Invasive species monitoring intern

Internship Goals: Support SWCD and Hamilton County Invasives Partnership invasive species monitoring program. The intern's primary responsibility will be to conduct invasive species assessments at local parks and public spaces and input data into the GIS platform. Daily work will largely be self-directed after the initial training period. Opportunities to shadow and collaborate with other local conservation partners as well as attend the State Invasive Species Conference (June 29th) are available. The intern will produce a report summarizing their data collection at the end of the summer.

Required Qualifications: Basic knowledge of central Indiana invasive species, their identification characteristics, and understanding of invasive species impact on the environment. Reliable personal vehicle required (mileage paid) when SWCD truck is not available for use. Valid license, clean driving record.

Desired Qualifications: Field work, data collection, and GIS (ARCGIS) experience strongly preferred. Strong invasive species and native lookalike identification skills. Experience in treating/controlling unwanted vegetation. Experience with self-directed field work. Ability to process data and create maps in ArcGIS.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties & Responsibilities:

1. Using provided technology (iPad, gps unit) conduct invasive species assessments on public and private partner properties in Hamilton County, Indiana.
2. Collaborate with HIP partners for field based invasive species public education during volunteer workdays and other community events.
3. Perform other duties as assigned to assist SWCD conservation programs.
4. Intern may have opportunity for self-directed conservation related design project as time/workload allows.

Education, Training, Experience: Coursework in biology, botany, natural resources, or the environment preferred.

Personal Work Relationships: Incumbent maintains frequent contact with co-workers, SWCD Board, other conservation partners, and the public for the purposes of providing and receiving information. Incumbent reports to SWCD Urban Conservationist.

Physical Effort and Work Environment: Incumbent performs duties in a standard office environment involving sitting for long periods of time, sitting and walking at will, close vision, keyboarding, hearing communication, handling/grasping objects, and speaking clearly. Duties could involve lifting (up to 40 pounds), walking in rough terrain and working outside in summer weather in areas with insects, poison ivy, and other hazards.

Work Schedule: up to 28 hours per week; schedule TBD but between the hours of 8am-4:30pm Monday-Friday. Occasional night or weekends may be required.

Work Status: Hamilton County Employee- Temporary Status (maximum 13 weeks), Part- Time, Non-Exempt

Salary: \$13.00- \$15.00 hour, based on experience.

Expected start/completion: May - August 2023. Negotiable.

To apply: Submit the application form and upload a resume AND cover letter explaining how you meet the required and desired qualifications and your interest in the position at <https://www.hamiltoncounty.in.gov/Jobs.aspx> (SWCD Intern position).

Questions? Contact the SWCD at 317.773.2181 or Claire.lane@hamiltoncounty.in.gov.