Steward Intern
Central New York Land Trust

Regional Internship Program: Summer 2023
Fink Career Development Program

Organization Overview: The Central New York Land Trust is a non-profit organization whose purpose is to conserve and protect natural areas in order to provide our communities clean water, clean air, wildlife habitat, and a chance for people to connect with the land. We are the sixth largest land conservation organization in New York State with 51 preserves and more than 3,400 acres under protection.

Internship Description: Under the supervision of the Director of Stewardship, the Steward Intern will undertake monitoring, managing, and general stewardship of the Central New York Land Trust’s 51 preserves throughout Onondaga and Oswego counties. Interns must be able to be flexible in their work schedules to accommodate property emergencies and/or membership events, and be willing to travel to our various properties. Some weekend work will be required.

Responsibilities:
• Assist in conducting preserve inspections and creating or updating preserve management plans accordingly in consultation with the Land Steward and the Director of Stewardship.
• Monitor preserve use and potential problems, as well as interact with visitors and neighbors.
• Help maintain preserve parking areas, kiosks, trails, boardwalks, and footbridges and assist in arranging for repair or replacement as needed.
• Coordinate and support volunteers, in relation to work on the preserves.
• Assist with boundary marking and maintenance.
• Participate in habitat or species management initiatives, such as control of non-native invasive species, grassland or shrubland management, and deer management program.
• Assist with preserve records management, including input on site reports, species lists, data entry, scanning documents, filing, and archiving back-up documents.
• Assist the Director of Stewardship with other duties as assigned.

Required Qualifications:
Education/Experience: This position is open to undergraduate and graduate students with a preference given to students looking to enter the conservation land management field. Students should be high achievers in their coursework and be willing to provide a resume and references (these can be from course tutors and faculty).

Useful Skills:
• To perform this job successfully, an individual should be proficient in Microsoft applications, such as Word and Excel, and Google applications, such as Google Docs and Drive. Knowledge of GIS and ARCMAP skills are helpful.
• Time management, ability to work independently in the field, ability to respond to and carry out instructions, and problem solving in and out of an office setting.
• Ability to present oneself in a professional manner indicative of our staff and organization.
• Critical thinking and planning. Successful problem solving.
• Utilize planning, evaluation and research skills. Detail-oriented. Must be able to set priorities and meet deadlines.
Physical Requirements necessary on a regular basis:

- There may be visits to our sites that may be inaccessible by car. The employee must be able to walk the distance required across varied terrain. Some work may be performed in inclement weather including rain and wind.
- The employee must have the ability to stand or sit for extended periods of time.
- The employee is occasionally required to reach with hands and arms and lift or move up to 50 pounds.
- Experience with power tools is a bonus.

Reliable Transportation:

- Interns are responsible for their own transportation with a properly insured vehicle

Additional Internship Information:

- Internship period: June -August; approximately 10-11 weeks
- Approximate hours per week: 30 (330 hours total)
- Internship location: 7 Fennell Street Skaneateles with workdays throughout Onondaga/Oswego counties
- As a non-profit/government organization, this internship stipend is completely funded through the ESF Career Development Program; the hourly wage for this position is $15 per hour ($5,000 total stipend).

Interested in applying? Regional Internship Program Application