

**2017-2018 Weed Management Internship -*Great for applicants interested in land management, environmental studies, forestry, sustainability, and plant biology.* *Must have an interest in physical outdoor work with plants, an ability to work alone and with the public, and the desire to learn valuable career skills.***

**Position Description:**

**Flexible Schedule; ~20 hrs/week; May-September focus; 2-year duration; 320 hrs/year**

1. The Intern will be mentored by the The Arboretum’s Director of Research and work closely with the San Francisco Peaks Weed Management Area (SFPWMA) Coordinator.
2. Office space will be provided at The Arboretum.
3. Pay rate is $13.00/hr.
4. **Required: Applicants must have reliable transportation and be capable of traveling to and from work locations.** The Arboretum is located 4 miles south of Route 66 on Woody Mountain Road in Flagstaff, which is an unmaintained Forest Service dirt road on which you can expect to encounter poor driving conditions. The project site (Foxglenn area) is also off of a dirt road.

**Major Responsibilities and Duties:**

* Assist with organizing and running regular meetings of the SFPWMA.
* Help implement a collaborative weed treatment project with the City of Flagstaff. This will require physical labor in preparing the project site and removing weeds.
* Work with The Arboretum’s Director of Research & the SFPWMA to seek additional funds.
* Work with Weed Project Partners, volunteers, school groups, and Project Staff.

**Qualifications (Required):**

* Valid driver’s license or official government ID.
* Reliable vehicle.
* Ability to work independently and in teams.
* Interest in land management, managing invasive species, and native plants of the Colorado Plateau.
* Desire to work outdoors and be capable of completing physically demanding tasks.
* Familiarity with Microsoft Office software or comparable programs (Word, Excel, PowerPoint).

**Qualifications (Preferred):**

* Prior experience with field work, organizing events/meetings, grant proposal preparation
* Plant identification skills; ability/willingness to learn new plants.
* Experience operating, repairing, and maintaining tools and equipment.
* Use of GPS units and GIS mapping skills.

**Training/Development Opportunities:**

* Receive training and experience in meeting organization, communication, and development.
* Receive training in aspects of weed management, including: weed identification, weed treatment, use of native plant species in local landscapes.
* Receive training in use and maintenance of weed removal tools, GPS units, and GIS map making.
* Develop valuable field experience with project implementation and volunteer leadership.

**To Apply**

Please e-mail a resume and cover letter to Kristin Haskins, Director of Research, The Arboretum at Flagstaff. Please label the subject as “Weed Management Intern”. **DEADLINE FOR APPLICATIONS IS MARCH 10, 2017**.

Kristin.Haskins@thearb.org

4001 S Woody Mountain Rd.

Flagstaff, AZ 86005