



Position: Stewardship Intern
Supervisor: Conservation Manager
Position Duration: May 6 – August 23, 2019 (16 weeks)
Hours: 37.5 hours/week
Compensation Rate: \$18/hour

Organization

The Edmonton and Area Land Trust (EALT) is a conservation charity, working to conserve our natural heritage for future generations. We are the only nature conservancy dedicated to preserving and restoring natural areas and rural landscapes throughout the Edmonton region, for public benefit. We work to benefit wildlife and their habitat, to maintain the economic, health, and community benefits of these natural areas, and to enhance quality of life for residents.

Position Description

The Stewardship Intern will assist with environmental stewardship of EALT's conservation lands, including field work, data management and reporting. Support and leadership on additional projects related to outreach will also be required.

As EALT is a small organization, this position offers a unique opportunity to learn about many aspects of land conservation and working for a not-for-profit organization. This position offers you the opportunity to apply your knowledge and gain practical skills in environmental conservation.

Supervision and Training

The Stewardship Intern will be supervised by the Conservation Manager. The successful candidate will be trained in software and media usage, safety procedures, field work, and wildlife identification. EALT encourages employees to contribute their own ideas to projects and take initiative to help the organization grow.

Responsibilities

The Stewardship Intern will have responsibilities in stewardship and data management, as well as in education and communication. Tasks will require a combination of office work and outdoor field activities. Responsibilities will include:

Management and Stewardship of Conservation Lands

- Field work and data collection.
- Implementation of Conservation Management Plans.
- Data entry, report writing, and data management.

Education and Partnerships

- Assist with outreach to the community at events, through information booths, workshops, and presentations.
- Contributing to EALT blogs, newsletters, social media, and other publications.

Strategic Activities

- Represent EALT in a professional manner in all dealings with other personnel or third parties.
- Other activities, as assigned.

Core Requirements

- Enrolled in a post-secondary program (Bachelor's degree or technical diploma) with major course work in environmental or conservation sciences, or a related discipline.
- Knowledge of boreal and parkland species and ecosystems, including plant and animal identification skills.
- Clear and concise communications ability (written and oral) with a range of partners and audiences.
- Ability and desire to motivate individuals and groups on a range of conservation topics. This may include educational speaking to groups, as well as one-on-one interaction.
- Computer literacy (word processing, spreadsheets, database management, etc.).
- Ability to maintain accurate records related to time keeping, expenses, property details, etc.
- Strong report and informational writing, research, organizational and planning skills.
- Self-motivated and proactive.
- Physically able to perform field work tasks over uneven ground and in varied weather conditions.
- Fluency in English

Special Requirements and Working Conditions

- Occasional weekend and weeknight work will be required, with sufficient notice.
- EALT is a flexible organization that can accommodate specific commitments. We also expect flexibility with respect to EALT needs, in return.
- Requires the ability to work well both independently and cooperatively with others.
- The candidate must have a valid driver's licence and a reliable vehicle, or access to one at all times.
- To qualify for this position, applicants must meet the following guidelines:
 - Be between 15 and 30 years of age at the start of the employment;
 - Have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
 - Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and,
 - Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

Application Procedures

- Applications must be submitted by **February 22, 2019**.
- There are two steps to submit your application:
 - Submit your **cover letter and resume** electronically in one PDF document to **rebecca@ealt.ca**. Save the document with your name as the file name.
 - Fill out EALT's application form at www.ealt.ca/application-form
- Note that your cover letter and resume should describe how you meet the **core requirements** for the position.