



TEMPORARY SEASONAL PART-TIME JOB ANNOUNCEMENT

City of Charles Town STREET TREE INVENTORY

The Opportunity

Charles Town, in collaboration with Cacapon Institute, is accepting applications for Temporary, Seasonal, Part-time Employee to assist in Geographic Information Systems (GIS) data collection, digitization, and processing efforts. The successful applicant will primarily work on creating Charles Town's tree inventory using ArcGIS, Trimble GPS, MS Excel, and multiple data platforms to inventory assess, and catalogue publicly owned trees and trees that affect the public rights-of-way. USDA Forest Service protocols and tools will be employed to extrapolate the ecosystem benefits of public trees including stormwater runoff pollution reduction, carbon sequestration, and heating and cooling cost savings from trees.

Successful applicant will be part of a five-person team working in Berkeley, Jefferson, and Morgan counties. Members of the WV Chesapeake Bay Program will teach the team stormwater runoff pollution mitigation best management practices and urban forestry assessment and enhancement techniques. On occasion, the team will work on projects outside of their primary work—secondary projects include public interest surveys, tree maintenance (e.g., mulching or pruning), reviewing ordinance related to trees, or mapping and assessing tree plantings, and tree canopy cover.

Requirements

This position is open for any student who will either be a rising junior or a rising senior in the **Fall of 2019** with a minimum GPA of 2.5. Applicants for this position are expected to possess:

- Interest, background, or education in tree identification.
- Knowledge of Windows, Microsoft Office, ArcGIS and GPS.
- The ability to research and understand technical documentation.
- The ability to work effectively as part of a geographically dispersed team.
- The ability to work independently and to manage and prioritize workloads.
- Strong verbal and written communication skills.
- A professional, courteous and discreet manner.
- A valid driver's license and reliable transportation.
- The ability to pass a background check and drug screening.
- The ability to accommodate occasional evening and weekend work.

Desired Skills

These skills, although not required, are considered to be highly beneficial to the role:

- Knowledge of tree identification and basic arboriculture (e.g., ability to gauge the health of a tree).
- Red Cross Certification in First Aid and CPR.
- Experiences with OSHA safety regulations for operating in the street right-of-way (safety vests, traffic crossing, safe setbacks from vehicular traffic, etc.).

Start Date

This internship is anticipated to start May 20, 2019 and end by August 2, 2019.

Hours per week

Students will be required to commit a maximum of 40 hours per week during the summer for a maximum of 50 days.

Salary/Stipend

\$13.00/hour

Application Process

To be considered for this position, please submit the following items to **ci@cacaponinstitute.org** with a subject line of **“Urban Forestry Internship”** immediately. Include:

- A brief statement (1-page, 600 words maximum) outlining why you are interested in the internship, your relevant skills and experience, and what benefit you expect to derive from participating in this program.
- A resume (2-pages maximum) which includes any relevant work and/or classroom experiences that relate to the internship.
- College transcripts (unofficial or official), including the current semester.
- A letter of recommendation (1-page maximum) from a faculty member who is willing to serve as your faculty mentor for this position, attesting to your ability to meet the requirements of the internship, and agreeing to serve as your faculty mentor for this position.
- One additional letter of recommendation regarding work proficiency.

Submit your statement, resume, and transcript **in PDF format**. Have your two letters of recommendation sent **directly** from the letter writers to **ci@cacaponinstitute.org** with a subject line of **“Urban Forestry Internship – Your Last Name”**.

Candidates who meet the criteria will be notified by email. All eligible candidates will be required to participate in a face-to-face interview in Charles Town. The selected candidates will be notified by April 26, 2019.

About Us

Charles Town lies in the rolling hills of the Blue Ridge Mountains and offers a wonderful escape for those seeking relaxation, entertainment, outdoor adventure or an opportunity to immerse themselves in our rich history and culture. The tree inventory is important to the City of Charles Town because understanding the age, size, health, and species of our City’s forest is key to good management. Identifying locations where additional trees plantings are needed and planning to remove and replace aging or unhealthy trees is critical. Charles Town’s goal is to increase the tree canopy cover and beautify the public rights-of-way.

Cacapon Institute has been protecting rivers and watersheds since 1985. “CI” was founded to address concerns that increasing development, industry and agriculture were harming the Cacapon but, over time, CI’s area of interest expanded to encompass a much larger region. Our mission today: *From the Cacapon to the Potomac to the Chesapeake Bay, we protect rivers and watersheds using science and education.*