



## TEMPORARY SEASONAL PART-TIME JOB ANNOUNCEMENT

### *City of Martinsburg* URBAN TREE CANOPY GOAL

#### **The Opportunity**

Martinsburg, in collaboration with Cacapon Institute, is accepting applications for one Temporary, Seasonal, Part-time Employees to assist in our effort to establish a tree canopy goal for Martinsburg. The successful applicants will primarily work on creating Martinsburg's goal using ArcGIS, MS Excel, and multiple data platforms to assess, and catalogue tree canopy, potential for expanded tree canopy, and work with the Shade Tree Commission and city managers to establish a tree canopy goal. USDA Forest Service and WV Division of Forestry protocols and tools will assist in setting a tree canopy goal.

Successful applicant will be part of a team working in Berkeley, Jefferson, and Morgan counties. Members of the WV Chesapeake Bay Program will teach the team about stormwater runoff pollution mitigation best management practices, urban forestry assessment and enhancement techniques, and green infrastructure. 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.).
- Understanding or, or experience with, working on boards, commissions, or organized official leadership bodies.

### **Start Date**

This internship is anticipated to start in May 20<sup>th</sup> and end August 2 of 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”** on or before **March 22, 2019**:

- 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.
  - An academic letter of recommendation attesting to your ability to meet the requirements of the internship (1-page maximum). Preferably, from a faculty member who is willing 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 on or before March 29, 2019. All eligible candidates will be required to participate in a face-to-face interview in Martinsburg. The selected candidates will be notified by April 26, 2019.

### **About Us**

**Martinsburg** is the fastest growing City in WV and known as the “Gateway to the Shenandoah Valley.” Martinsburg is proud of our downtown revitalization, commerce, strong community values, and welcomes visitors to our wonderful City. The tree inventory is important to the City 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. Martinsburg’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.*