



## INTERNSHIP DESCRIPTION

**POSITION TITLE:** Urban Ecology Internship (Unpaid)

**DEPARTMENT:** Urban Ecology

**REPORTS TO:** Director of Urban Forest Renewal

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**Duration of internship:** January through May

**Number of hours/week:** Weekly commitment of 8 to 24 hours. Saturday availability strongly desired.

**Approximate start date:** TBD

**POSITION SUMMARY:** The Urban Ecology Intern works within the Urban Ecology Department performing activities related to planting, maintaining, and monitoring the urban forest. The Intern may work with other departments on similar projects/programs. The Intern works closely with staff and volunteers to implement and steward projects related to the establishment of plant materials at land enhancement sites, parks, schools, public open spaces, and neighborhoods throughout the Sacramento region.

### PRIMARY DUTIES:

#### Field Duties

- Perform planting and care activities such as mulching, pruning, and watering
- Execute weed abatement and vegetation control activities using hand tools, mechanical equipment, and herbicides
- Assist with installing, maintaining, and operating irrigation systems
- Monitor plant and site conditions using GIS and GPS technologies
- Communicate Sacramento Tree Foundation mission to the public
- Perform other land management duties as assigned

#### Nursery Duties

- Help maintain and organize the nursery, plant stock, irrigation systems, tools, and supplies
- Help ensure the field trucks and trailers are clean and safe to drive

#### Office Duties

- Conduct research, compile information, and share with appropriate staff
- Enter data into Salesforce and other tracking systems
- Make phone calls, respond to/draft emails, and facilitate other customer service-related activities

### POSITION REQUIREMENTS:

**EDUCATION:** Some education in ecology, environmental science, land restoration, landscaping, agriculture, natural resource management, or related field is helpful.

**EXPERIENCE:** Prior land restoration experience and experience working with non-profit organizations are helpful.

**SKILLS:** Excellent communication skills; Must be proficient in Microsoft Word, Excel, and Outlook; ArcGIS skills helpful but not required; Must be able to use iPads and iPhones with relevant applications; Knowledge of native plants, habitat types, wildlife, and invasive weeds helpful but not required; Valid driver's license ideal but not required.

**TEMPERAMENT/SOFT SKILLS:** Must have a good sense of humor and an ability to get along with a wide variety of people; Must be flexible and able to adapt to change; Must be comfortable working alone, with a team, and with volunteers; Must be able to lift 70 lbs., walk and work safely on uneven terrain and steep slopes, perform repetitive

movements and work outside in all weather conditions for extended periods; Must be comfortable working in an organization dedicated to protecting natural resources through direct advocacy and community engagement.

**WORKING CONDITIONS:**

This is a volunteer, unpaid internship based at the Sacramento Tree Foundation office (191 Lathrop Way, Suite D) and nursery (141 Commerce Circle) in Sacramento, CA. In limited instances, time may be spent out of the office in the Sacramento area. If this occurs and driving is necessary, mileage will be reimbursed.

**THE INTERN WILL RECEIVE:**

- Orientation with the Sacramento Tree Foundation
- Training on planting techniques, irrigation planning and maintenance, volunteer management, land enhancement, nursery tasks, and vehicle use
- Hands-on, direct experience on planting, maintaining, and monitoring urban forests; volunteer management (including service organizations and students); non-profit organization logistics
- Special access to unique, open-space areas and preserves throughout Sacramento
- Certificate of Completion or Letter of Recommendation upon successful completion of the internship
- Scholastic internship credits, as desired and approved by your school
- Vehicle mileage reimbursement for project travel up to a specific amount
- Our gratitude and thanks!

**MISSION STATEMENT:**

The Sacramento Tree Foundation is a community benefit organization working to build healthy, livable communities in the Sacramento region by growing the best urban forest in the nation.

THIS DESCRIPTION DOES NOT CONSTITUTE AN OFFER OF EMPLOYMENT

**To apply, please email your resume and cover letter to [volunteer@sactree.com](mailto:volunteer@sactree.com) with the subject line "Urban Ecology Internship Application".**

*For more information, contact our Volunteer Specialist at 916-974-4310 or [volunteer@sactree.com](mailto:volunteer@sactree.com). Please include "Urban Ecology Internship" in your subject line.*