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TITLE: IPG Weeds Project Intern

DEPARTMENT: Conservation

STATUS: Part Time Temporary (600 hours maximum) **\$17/hour**, 30 hours/week, April through September 2022

REPORTS TO: Research Botanist

CLOSE DATE: Open until filled

NUMBER OF POSITIONS: 1

APPLICATION: Please submit a resume with references and a letter of interest via e-mail to: Sheila Murray, Research Botanist, The Arboretum at Flagstaff. Sheila.Murray@thearb.org by May 1, 2022.

Assist the Research Botanist in execution of invasive weeds education for The Arboretum at Flagstaff's IPG Weeds Project.

Duties and Responsibilities:

- Participates in organizing and managing weed pulls and educational events in town. Some weekend work will be expected.
- Follows up on contracted work crews in town.
- Assists with organization of equipment, and supplies.
- Attends virtual project meetings.
- Prepares printed materials.
- Participates in associated data entry and GPS mapping for field projects. Assists in preparation of reports and other documents for field collections and contract projects for submission to government agencies and contractors.
- Coordinates with staff to assist in supervising volunteers.
- Other duties as assigned.

Qualifications:

- Coursework towards a degree in the biological sciences, environmental sciences or forestry strongly preferred.
- Ability to work successfully with others, and work independently with minimal supervision is critical.
- Strong writing and verbal skills, the ability to type, and computer skills (word processing, databases, and simple graphics) are essential.
- Ability to use GPS equipment and read/navigate with topographic maps.
- A working knowledge of basic taxonomic principles and characteristics of major plant families desired; familiarity with Arizona flora preferred.
- Valid driver's license required; ability to drive rented vehicles preferred (25+ years old), or possession of a safe, distance-worthy personal vehicle. Mileage will be reimbursed.

Physical demands

- Must have physical strength and endurance sufficient to carry field equipment and supplies. Work includes bending and squatting on uneven terrain for extended periods of time, and pulling weeds by hand and with tools.