



## JOB DESCRIPTION

Title: **Land Steward Intern**  
(short-term: approximately May 24, 2010 – August 20, 2010)  
Supervisor: Land Steward  
Location: Hopewell Township, New Jersey  
Preparer: Rachel Mackow, Land Steward  
Date Prepared: January 5, 2010

### **Summary of Position:**

The Land Steward Intern will assist the Stewardship Director and Land Steward of Friends of Hopewell Valley Open Space (FoHVOS). He/she will support the efforts of the Central Jersey Invasive Species Strike Team, an early detection/rapid response network of over 45 partner organizations and agencies.

The primary activities that the Land Steward Intern will fulfill are field work, capacity building and project administration. Field work will include emerging invasive species surveys, performing control of invasive species, and assisting with volunteer work days. Administrative activities will include GIS (Geographic Information System) mapping and data management. The Land Steward Intern will also assist in capacity building including partner and volunteer recruitment and training.

The Land Steward Intern will be supervised by the Land Steward, and will interact with partner organizations of various disciplines.

### **Duties:**

1. Perform control activities to eradicate emerging populations of invasive species. Control activities may include mechanical removal and/or application of herbicides.
2. Assist with recruitment, training and scheduling of volunteers to assist with surveys, mapping, and control activities.
3. Survey and map emerging populations of invasive species that threaten conservation targets including forest and meadow habitats.
4. With the Stewardship Director and Land Steward, provide project updates to FoHVOS Board of Trustees and assist with report preparation that communicates results to partners and granting agencies.
5. Perform other tasks related the Central Jersey Invasive Species Strike Team as assigned by the Stewardship Director and Land Steward.
6. Conduct physically strenuous field work in rugged terrain.

### **Entrance Requirements:**

1. Completion of or enrollment in Bachelor's degree program in ecology, natural resource management or related fields focusing on conservation is preferred.
2. Knowledge of invasive species management is preferred.
3. Knowledge of GPS/GIS and the flora/fauna of New Jersey is preferred.
4. Demonstrated outreach skills are preferred.

**Agency/Program Description:** Friends of Hopewell Valley Open Space is a nonprofit land trust that is dedicated to preserving the Valley's character through open space and farmland preservation, and natural resource protection. Since our inception in 1987, we have partnered with landowners, government and nonprofit organizations to preserve over 4,000 acres of open space and farmland.

The Central Jersey Invasive Species Strike Team (CJISST) was initiated in 2008 by the Friends of Hopewell Valley Open Space and the Upper Raritan Watershed Association. The goal of CJISST, which now represents over 45 partners in nine counties, is to prevent the spread of newly emerging invasive species through early detection & rapid response (ED/RR). For more information see: <http://www.cjisst.org>

**Salary and Hours:** The salary for the internship is \$12.00/hour with a 40-hour work week (525 hours total). Some weekends are required. Housing is not provided. Personal transportation required.

**To apply, please send the following materials by *March 1, 2010*:**

1. A resume (maximum of two pages)
2. A cover letter addressing how your education/experience qualifies you to accomplish the job duties listed above
3. Names, e-mail addresses, phone numbers, and mailing addresses of three references to:

Rachel Mackow  
Friends of Hopewell Valley Open Space  
P.O. Box 395  
Pennington, New Jersey 08534

E-mail: [Rachel@fohvos.org](mailto:Rachel@fohvos.org)  
Phone: 609-730-1560  
Website: [www.fohvos.org](http://www.fohvos.org)