



**San Bernardino Valley
Water Conservation District**

Helping Nature Store Our Water

JOB ANNOUNCEMENT

Environmental Biology and GIS Internship

**Application Deadline:
February 10, 2023**

**Application Submittal:
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San Bernardino Valley Water Conservation District

The San Bernardino Valley Water Conservation District was established by the San Bernardino County Board of Supervisors on January 4, 1932, to improve the reliability of local water supplies through proactive groundwater recharge management. Nearly ninety years later, our mission to recharge the Bunker Hill Groundwater Basin in an environmentally and economically responsible manner continues.

To help achieve this mission, the District is seeking an intern interested in environmental biology and GIS to join our team as we strive to improve the supply and quality of groundwater while balancing stewardship of our local land, mineral, and biological resources. The Environmental Biology and GIS Intern will assist with a variety of professional field and office biology, environmental, and GIS tasks in coordination with the District's Land Resources Manager and Assistant Biologist.

Job Description

With guidance from experienced team members, the Environmental Biology and GIS Intern will assist in biological fieldwork and data collection, entry, management and analysis tasks; QA/QC of biological data; summarization of biological data for inclusion in technical reports and biological documents; perform a variety of GIS tasks; develop databases, templates, and reporting structures; assist in the preparation of technical reports; prepare PowerPoint presentations; utilize Microsoft Office for email, virtual, and other correspondence; support environmental permitting efforts; support implementation of the Upper Santa Ana River Wash Habitat Conservation Plan; author articles for lay and scientific audiences; prepare grant applications; create maps using Esri software products; sort and organize files; assist with field operations, including groundwater recharge, habitat restoration, and endangered species management; and perform related duties and responsibilities as assigned.

Please refer to the Job Description at <https://www.sbvwd.org/our-district/career-opportunities/job-openings/7233-environmental-biology-gis-internship-job-description/file> for additional information.

The Intern position is a non-exempt, part-time role that will work approximately 20 hours/week up to a maximum of 960 hours per year. Priority will be given to applicants who are available at least two full days (Monday-Friday) per week, and, on occasion, can change working hours/work schedule to fit biological fieldwork. Priority will also be given to applicants who are interested in interning for six months or longer. The salary range for interns is \$16,320-\$18,700.

Notes:

- The intern position will include both office and fieldwork; work from home may be required in response to mandates related to coronavirus safety.
- The intern position will include duties that require hiking long distances on- or off-trail in challenging terrain and climatic conditions.
- Use of personal cell phone may be needed for communication and field data collection.
- The intern position must be able to lift and move objects up to 25 pounds.
- Possession of a valid California Class C Driver License may be required at the time of appointment. The intern may be asked to drive their personal vehicle to project sites at various locations within the Mill Creek and Santa Ana River watershed. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Desirable Qualifications

The ideal candidate will demonstrate their personal strengths, knowledge of, experience with and/or interest in learning the following skills/abilities:

- Introductory level of principles and practices of conservation biology; endangered species management; habitat restoration; local conservation issues; Federal and State environmental and species laws, codes, and regulations; State and regional conservation plans; botany; and ecological processes important to natural resource management.
- Introductory level of principles and practices of groundwater hydrology; watershed hydrology; water supply development; chemical and biological aspects of water pollution; local water issues; Federal and State water laws, codes, and regulations; and State and regional water plans.
- Esri Geographic Information Systems software products, statistical software products, and/or related software to collect, analyze, manage, and map environmental data.
- Office technology including Microsoft Project, Excel, Word, and PowerPoint to create a variety of work products including professional emails, reports, databases, templates, PowerPoint presentations, and graphs.
- Technical report writing/editing.

In addition, the ideal candidate(s) will clearly demonstrate their:

- Dedication to serving their community through public service.
- Interest in a career in environmental biology, natural resource management, water, GIS, and/or related field.
- Ability to both execute tasks independently and contribute to a team working environment.
- Ability to conduct fieldwork in challenging terrain and climatic conditions.
- Willingness to learn new skills and experience through the internship.
- Focus on excellence in performance measures and work products.
- Ability to maintain positive working relationships with colleagues, external partners, and those contracted in the course of work.
- Ability to maintain a professional approach to assignments characterized by flexibility, positivity, and openness to feedback.

Required Education/Experience

The intern will be a full-time or part-time student or recent graduate of an accredited undergraduate or graduate program seeking a degree in Biology, Ecology, Environmental Sciences, or related field.

Application Process

To apply for an internship in Environmental Biology and GIS, please 1) click the hyperlink to complete the [District application](#) and 2) send a cover letter indicating your area(s) of interest and associated education/experience, resume, and three references familiar with your professional, educational, and/or volunteer experience(s) to Milan Mitrovich mmitrovich@sbvwcd.org by February 10, 2023.