

SAMPLE INTERNSHIP DESCRIPTION – NOT CURRENTLY OPEN – FOR INFORMATION ONLY

Urban Forestry Internship Portland Parks & Recreation

Description:

Position Summary: Assist with a wide variety of urban forestry projects, including street tree inventory, canopy measurement, mapping, and creating publications, education events, and working with volunteers. The City of Portland's Urban Forestry Division manages 250,000 street trees and 7,000 acres of parks and natural areas and is responsible for tree permitting, emergency response, and monitoring of Portland's urban forest. **Start Date:** One position in March, one position in June

Responsibilities may include:

1. Provide field and office assistance with urban forestry projects, including street tree inventory, canopy coverage measurements, neighborhood forest management plans, Heritage Tree program, and mapping projects.
2. Create maps and write guides for tree walks, orchard, and street tree plantings.
3. Work with volunteers to accurately collect data for street tree inventories and canopy coverage study, which may include tree identification, tree measurement, maintenance needs assessment, and aerial photo interpretation.
4. Assist with stewardship events, volunteer work parties, and Arbor Week activities.

Qualifications:

1. Study towards bachelor's degree or experience in forestry, environmental sciences, biology, or related field preferred.
2. Excellent communication skills, both written and verbal.
3. Attention to detail.
4. Ability to work independently.
5. Basic computer skills, including MS Word and Excel. Working knowledge of ArcGIS preferred.
6. Ability to commit to the full term of service (300 hours total).
7. U.S. citizen, national or lawful permanent resident.
8. Submit to a criminal history background check and National Sex Offender Registry search.