

**Idaho Conservation Corps
Craters of the Moon National Park
Facilities Management Intern**



Position Summary:

Summer 2021 - The National Parks Service is currently recruiting one intern that will support the Natural Resource Management and Facilities Programs. The selected intern will assist with administration of natural resources and facilities at Craters of the Moon National Park, Minidoka National Historic Site, and Hagerman Fossil Beds National Monument. The work will be primarily office based with the possibility of assisting the vegetation, wildlife, and facilities programs with field activities if the intern desires.

Background:

The geologic landscape, wildlife, and vegetation at three southern Idaho parks are unique resources that visitors come to enjoy every year. The Resource Management team deals with a variety of tasks from wildlife to vegetation monitoring. The Facilities staff at the three parks pride themselves in well-maintained facilities. Both operations provide opportunities to develop skills in administration and management of programs, and gain field experience with Resources and Facilities staff.

The Resource Management and Facilities programs have both grown in complexity and funding in the last several years and need assistance in managing administrative aspects of the programs. This position will work with permanent Facilities and Resources staff and through the internship will gain an understanding of the business side of a national park operation. The administrative duties will be split roughly 50/50 between Resources and Facilities.

Duties and Responsibilities:

General Resource Management and Facilities Administration (80%)

- *Work with program managers and staff in the following areas:*
 - *Property Management*
 - *Digital and Paper File Management including Records Management*
 - *Budget assistance*
 - *Learn and assist with Facilities Management Software System*
 - *Learn and assist with Project Management System*
 - *Office Space Management*

Vegetation and Wildlife Management (10%)

- *Work in a team and with park staff to treat invasive plants*
- *Vegetation restoration*
- *Work in a team and with park staff to conduct wildlife surveys*
- *Other duties*
 - *Preparing information (print and/or oral) for sharing with public*
 - *Enter data*
 - *Document resource findings/activities*

Some camping may be required with the Resource field work.

Facilities projects (10%)

- *Work with a team constructing a trail, including welding and metal cutting.*
- *Daily Facilities activities which may include trail work, cleaning, yard maintenance, building repairs.*

Required Qualifications:

- Ability to work in an office setting
- Computer skills; Office 365 knowledge a plus
- Able to work independently yet request assistance as needed
- Attention to detail
- Critical thinking skills
- Good written and verbal communication skills and a positive attitude
- Current Driver's license
- Willingness to submit to a government background security check

Desired Qualifications:

- Interest in the National Parks and conservation and public service

Duty location:

Craters of the Moon National Park - Arco, Idaho

Park Housing:

No park housing is available.

Term of Service:

Prefer May – September, 2021 (17 weeks/ 680 Hours)

Program Benefits:

A total living allowance of \$9,520.00 divided on a monthly basis. The stipend is taxable. Members are responsible for providing their own food. Service eligibility is contingent upon the results of a criminal and driving background check.

Application Instructions

Application Deadline: April 30, 2021

Interviews: Will occur as qualified applications are received.

Type of position: Individual Placement

Service Dates: Preferred early May – September, 2021

Length of Term: 17 Weeks/ 680 Service Hours

How to apply:

Please submit a cover letter, resume, and contact information for three professional references and completely fill out the application form found at <http://bit.ly/NYCInternApplicationForm>.

Please select “Craters of the Moon – Facilities Management” when applying.

Additional Information

If you have questions about the position, please reach Idaho Conservation Corps/Northwest Youth Corps Internship Program Officer Andrew Tagge at andrewt@nwyouthcorps.org, Craters of the Moon Chief of Natural Resources Interpretation Linda Manning at Linda_Manning@nps.gov

ICC COVID-19 Protocols: *We have developed and facilitated industry leading COVID management protocols that are in place to keep our members and staff healthy, and have maintained an excellent safety record. Read our COVID protocols by visiting www.nwyouthcorps.org/m/covid19*