Job Announcement

Job Title: Research Internship

Overview

Open dates: Applicants will be considered on a rolling basis
Classification: Internship (paid)
Location: Washington, D.C.
Department: Science and Policy

Summary

Casey Trees is a Washington D.C.-based nonprofit, established in 2002, committed to restoring, enhancing and protecting the tree canopy of the nation's capital. To fulfill this mission, we plant trees, engage thousands of volunteers in tree planting and care, provide year-round education courses, monitor the city's tree canopy, develop interactive online tree tools and work with elected officials, developers, and community groups to protect and care for existing trees and to encourage the addition of new ones.

Casey Trees has two internships (paid) available within the organization's Science and Policy Department. These assignments will start on May 20, 2018 and end on August 20, 2018. The Research Interns are responsible for assisting our Science and Policy team with sampling of trees in Washington D.C., in order to assess condition and growth metrics. The incumbents will spend a majority of time in pairs, outdoors completing field data collection methodology. These individuals will collect tree health and growth metrics for two separate studies over the course of the summer, looking at both the survival rates of trees planted by Casey Trees in the past 15 years and the health of our iconic trees throughout the city. The incumbents must be comfortable using a bicycle – on-road and off-road - as a means of transportation throughout the District of Columbia. The incumbents will conduct final presentations for internal/external key stakeholders at the end of their assignments. The goal of these internships is not just to provide the incumbents with valuable field experience, but also with valuable research and stakeholder engagement skills.

Essential Functions

The following essential functions are representative for the incumbents including, but not limited to:

- Ability to properly follow research procedure with precision and accuracy
- Use web maps and collection applications to collect data in a field dataset of collected measurements
- Identify local tree species based on existing data
- Assess tree condition and take tree measurements
- Willingness and ability to approach and interact with the public in a positive manner
- Demonstrate an interest in Casey Trees' mission by connecting people to trees

Secondary Responsibilities

- Support the Director of Science and Policy to achieve outputs/outcomes from the department's logic model
- Perform in-office quality control checks of collected data
- Perform other duties as assigned

Competencies

- Organizational Skills
- Time Management Skills
- Problem Solving/Analysis
- Safety Orientation
- Communication Proficiency
- Client/Volunteer Service

Position Type/Expected Hours of Work

The Science and Policy Department has two internships (paid) available, starting on May 20, 2018 and ending on August 20, 2018. The incumbents must be available to work 40 hours per week; and must be able and willing to work evenings, weekends, and extended hours when needed.

Travel

Local travel for various purposes may be required during the business day. The ability to use a bicycle is required to travel to each tree location.

Required Qualifications

- An applicant must be entering their junior, senior year, or a master's degree program in Environmental Science, Ecology, Urban Forestry or related fields.
- Ability to work outside in all weather conditions
- Demonstrates confidence in urban biking throughout the District of Columbia
- Successful completion of bicycle and first aid trainings during orientation
- Ability to work under minimal and distant supervision; must make independent decisions based on experience and judgement
- Excellent time management and punctuality

- Excellent written and verbal communication skills
- Strong Microsoft Office (Word, Excel, PowerPoint, Outlook) skills

Preferred Qualifications

- Basic knowledge of tree identification
- Knowledge of Washington, D.C. geography and neighborhoods and ability to navigate via GPS
- Prior experience in the nonprofit sector

Compensation

These internships are paid between $13.00 and $15.00 per hour. Compensation will be determined based on previous experience.

What you will need to apply

Please enter Research Internship in the subject line of your message and email the following items to the Human Resources Generalist at jobs@caseytrees.org:

- **Résumé (if applicable)**
- **Available start date**
- **Salary requirements**
- **Contact information for three references**

You may also mail these items to:

Casey Trees
Attn. HR
3030 12th Street NE
Washington, DC 20017

Please note that final candidates will be subject to a background check at time of conditional offer.

Equal Employment Opportunity Policy

Casey Trees is proud to be an Equal Opportunity Employer.