



**Natural Areas Conservancy**  
**Paid Summer Internship Opportunity (1)**  
**Job Title: Seasonal Field Coordinator**

**Organization Overview**

The Natural Areas Conservancy (NAC) is a non-profit organization devoted to restoring, managing, and conserving New York City's 20,000 acres of natural areas for all New Yorkers. Working in partnership with the New York City Department of Parks & Recreation (NYC Parks), our long-term vision for New York City is to bring our natural assets on par with the cultural amenities and essential infrastructure of our city. We seek to ensure that residents and visitors enjoy world-class recreational opportunities, while simultaneously benefiting from the societal benefits that our natural parkland provides. More information can be found on our website [naturalareasnyc.org](http://naturalareasnyc.org).

**Internship**

The Natural Areas Conservancy is leading scientific studies in natural area parkland in all five boroughs of NYC as part of a summer CUNY student internship program. The data collected through this program will contribute to one of the largest existing datasets on urban ecological conditions in the country which is informing and guiding the NYC Parks' forest and wetland management. Under the supervision of the NAC ecologists students will collect vegetation, wildlife, and ecological measurements and learn plant identification skills, field assessment protocols and lab methodology.

The **Seasonal Field Coordinator** position is approximately 80% field work (outdoors in various weather conditions carrying up to 30 lbs.) and 20% office or lab work. Under the direct supervision of NAC ecologists, the Field Coordinator will be responsible for:

- Supervising four NAC team leaders in field data collection citywide and reporting team progress on a daily basis
- Assisting NAC ecologists in planning and training of all interns
- Assisting teams in data collection
- Coordinating with NYC Parks' staff
- Coordinating lab soil sample preparation
- Ensuring data accuracy
- Assisting in data entry and analysis as needed
- Safely driving a NYC Parks vehicle to multiple sites citywide

**Job Location:**

The Seasonal Field Coordinator will report to field locations in all five boroughs of NYC (Manhattan, Queens, the Bronx, Brooklyn and Staten Island) and office locations at Arsenal North office: **1234 5<sup>th</sup> Ave, New York, NY 10029**, Queens Bridge office: **10th Street & Queens Plaza South Long Island City, NY 11101**, and the Urban Field Station, Fort Totten, Bayside, Queens.

**Duration:** 40 hours/week, June 18 - August 31, 2018

**To apply send by 5:00 pm May 18, 2018:**



- A. Cover letter (CL).
- B. Resume (R)
- C. Three References (REF)

To: [Leila.mougoui@parks.nyc.gov](mailto:Leila.mougoui@parks.nyc.gov)

**Please send all materials electronically as PDF files with each labeled follows:**

- A.** 2018\_FC\_Last name\_first init.\_CL (i.e. '2018\_Jones\_J\_CL.pdf');
- B.** 2018\_FC\_Last name\_first init\_R (i.e. '2018\_Jones\_J\_R.pdf');
- C.** 2018\_FC\_Last name\_first init\_Ref (i.e. '2018\_FC\_Jones\_J\_Ref.pdf')

