



**NATURAL AREAS CONSERVANCY**  
**Internship Coordinator**  
**Job Announcement**

**ORGANIZATIONAL OVERVIEW**

The Natural Areas Conservancy (NAC) is a non-profit organization that was founded in 2012 to advance the restoration and conservation of natural areas for a resilient and healthy New York City. Working in partnership with the New York City Department of Parks and Recreation (NYC Parks), we seek to ensure the high-quality management of NYC's 20,000 acres of forests and wetlands. Driving the NAC's work is the recognition that natural areas are increasingly vital to sustaining air quality, improving public health, providing New Yorkers with access to nature, and strengthening our communities. Our work includes conducting scientific research, restoring natural habitats, developing tools to inform data-driven management, and increasing awareness and opportunities for the public to experience NYC's abundant nature. More information about our work is at [naturalareasnyc.org](http://naturalareasnyc.org).

**POSITION OVERVIEW**

This role will lead efforts to plan, implement, and evaluate year-round internship programming that provides City University of New York (CUNY) students with skill building and professional development and adds capacity to natural areas research, monitoring, and management. This new full-time role will report to NAC's Associate Director of Environmental Partnerships.

Since 2016, the NAC has offered a paid internship program to over 70 CUNY students and recent graduates. We provide local college students the unique opportunity to receive training in research and natural areas management in NYC, and to actively apply that knowledge through field-based activities such as data collection, restoration, and trail improvements projects. During our full-time summer program and part-time spring and fall programs, interns receive training in project-based skills including plant identification, field ecology, restoration techniques, and data collection protocols, as well as professional development training in the areas of personal finance, negotiating, workplace communication, and interviewing skills.

The **Internship Coordinator** is responsible for managing the day-to-day operations of the NAC's Internship Program to advance these goals: (1) connect local students & recent graduates with NYC-based environmental jobs; (2) promote an environmental workforce that is representative of the diversity of NYC; and (3) implement natural areas research, monitoring, and management projects that yield healthier forests and wetlands. Working closely with the NAC's Associate Director of Environmental Programs, this individual will coordinate intern projects with NAC and NYC Parks staff to meet the broader goals of active natural areas management citywide. They will scope work plans of and provide programmatic support to NAC's interns throughout the year to build capacity for data collection, analysis, and reporting in support of natural areas efforts by NYC Parks and NAC. Work may also include assessment and planning on land that is in the jurisdiction of other regional partners. This position will be 70% office and 30% field based.

**MAJOR RESPONSIBILITIES**

- Under the guidance of NAC's Associate Director of Environmental Partnerships, plan, implement, and evaluate a year-round internship program



- Collaborate with NAC and NYC Parks data managers, ecologists, and practitioners to scope, develop, and implement projects for interns to support
- Recruit, interview, and hire students and recent graduates participating in the NAC's internship program
- Facilitate and organize summer, fall, and spring internship programming including training, professional development, and field trips
- Support natural areas research, monitoring, and management internship projects as needed including assisting with training, data collection, on-the-ground improvements, and data quality control
- Work with consultants to curate professional development opportunities for students to advance hard and soft skills that equip them to move on to a career in natural areas management and/or research
- Manage relationship with CUNY career services to cultivate a talented and diverse pool of future natural areas managers and ecologists
- Build and connect NAC's intern alumni pool to increase the professional network for current and past students

### **PREFERRED SKILLS/QUALIFICATIONS**

- Bachelor's degree is required, preferably in biology, ecology or environmental science/studies, or a related field; Master's degree preferred
- Two years of professional experience in project or program management
- Supervisory experience of field staff
- Experience with developing and/or implementing a research project related to urban ecology
- Fieldwork experience in, and knowledge of, NYC natural area parkland
- Experience developing and maintaining relationships with project or program collaborators
- Strong analytical, problem solving, and organizational skills
- Excellent written and verbal communication skills
- A motor vehicle driver's license valid in the State of New York

**JOB LOCATION:** Primary reporting location is Manhattan, field work reporting locations will be in all five boroughs of New York City (Manhattan, Queens, the Bronx, Brooklyn and Staten Island) and Westchester County, New York.

### **COMPENSATION/BENEFITS**

The NAC is offering a salary of \$55,000 annually for this position at 35 hours/week, in addition to a competitive benefits package including medical, dental, 401K, and professional development.

### **APPLICATION**

To apply for the Internship Coordinator role at the Natural Areas Conservancy, complete this [google form](#). Applications will be reviewed on a rolling basis and we will reach out to candidates only if they receive an interview. Please email [jobs@naturalareasnyc.org](mailto:jobs@naturalareasnyc.org) with any questions.